

Central Texas College



Continental & International Catalog
Europe Campus Supplement
1994-1995

EUROPE CAMPUS ADDRESSES

MILITARY

CENTRAL TEXAS COLLEGE
Europe Campus
ATTN: (Office Name)
Unite #20233
APO AE 09165

CIVILIAN

CENTRAL TEXAS COLLEGE
Europe Campus
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When calling from within Europe: 322-8871

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CORRESPONDENCE AND INQUIRIES

Written correspondence and inquiries should be addressed to the attention of the appropriate office, e.g., Admissions, Records, Financial Aid, etc.

Students should become familiar with the contents of this Europe Campus supplement and are encouraged to bring it with them to the campus for degree planning and scheduling.

Central Texas College

Europe Campus Supplement to the Continental & International Catalog

Second

1994-1995

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

Approved by
Texas Higher Education Coordinating Board
Texas Education Agency

Listed in
Report of Credit given by
American Association of Collegiate
Registrars and Admissions Officers

and
Accredited Institutions of Postsecondary Education
American Council On Education

and
Director of Postsecondary Education
American Council on Education

and
Directory of Postsecondary Institutions, Volume 1
U.S. Department of Education

Member of
American Association of College Admissions Counselors
American Association of Collegiate Registrars and Admissions Officers
American Association of Community and Junior Colleges
Association of Texas Colleges and Universities
Broadcast Education Association
National Association of Veteran Program Administrators
National Association of Student Financial Aid Administrators
Servicemembers Opportunity College
Southern Association of Collegiate Registrars and Admissions Officers
Texas Association of Broadcast Educators
Texas Public Community/Junior College Association
Texas Association of Collegiate Registrars and Admission Officers
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STATEMENT OF PURPOSE

COLLEGE HISTORY

To provide increased opportunities in higher education, the voters of the Killeen and Copperas Cove Independent School Districts and the Nolanville Common School District created the Central Texas Union Junior College District in July, 1965. A \$2 million bond issue to construct and equip the campus followed in October, 1965. In January, 1966, Central Texas College opened its first offices in Killeen. In June of that same year, ground-breaking ceremonies were held, and the first classes met in September, 1967. The 560-acre campus, located on U.S. Highway 190 between Killeen and Copperas Cove, Texas, was dedicated "...to the service of the people..." on December 12, 1967, by Lyndon Baines Johnson, the 36th President of the United States.

Central Texas College initiated correspondence with the Southern Association of Colleges and Schools in 1966, received Candidate Status in 1967, was awarded initial accreditation in 1969, and was reaffirmed in 1973 and 1984. Early in 1992, the college began the self-study process for reaffirmation of accreditation by the Commission on Colleges.

WORLDWIDE SERVICES

From its beginning in 1967, Central Texas College has provided a wide variety of education programs to meet the specific needs of its military neighbors at Fort Hood, Texas. Today the college serves the armed services across the nation and overseas. Academic and technical vocational programs are offered by the college at over 200 military installations throughout the United States, Europe, and the Far East. Instructional programs are often conducted at geographically remote sites including at sea on board ships which are part of the Pacific and Atlantic Naval Fleets.

EDUCATIONAL OBJECTIVES

As a community college, Central Texas College seeks to attract and serve a diverse student population including adult learners with disparate educational goals such as completing baccalaureate degrees through university-parallel courses, enhancing employability and promotability through occupational education and technology programs, improving the quality of life through continuing education courses, and improving basic literacy skills through developmental and remedial courses. Thus, Central Texas College offers courses, programs, and services designed to facilitate the attainment of these educational goals as well as the acquisition of the skills, attitudes, and knowledge essential for the students to become productive, contributing members of society.

Central Texas College is a public, two year, open admissions, coeducational college that provides educational services to the central Texas area to include Fort Hood and a 12 county services area. Central Texas College also provides worldwide educational programs and related services to business, industry, the U.S. military services, employees of governmental agencies, and family members of such employees.

EDUCATIONAL PHILOSOPHY

The college seeks to provide a supportive and challenging environment where students can improve their basic intellectual skills, discover and develop their special aptitudes and insights, and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

Central Texas College believes that education is an individual, evolutionary, and never ending process; that in a democracy, the well-being of the individual, as well as the whole society, depends upon the sound moral and educational development of its people; that education should accommodate each student's instructional needs, level of functioning, and learning style; and that educational programs should be student-centered, reflect changing technology, incorporate a variety of delivery methods and be evaluated, revised, and improved continuously. Furthermore, Central Texas College recognizes that it must continually adapt to accommodate (1) increases in the body of knowledge, (2) changes in technology and the economy, and (3) growing diversity among students. The institution also recognizes that the quality of education must be judged by its value to the student and the community.

Central Texas College is dedicated to providing high quality educational programs and services; effectively managing its resources; meeting the changing educational needs of the local, national, and international communities it serves; supporting cultural activities, and assisting in economic development in the central Texas area.

GENERAL INFORMATION

CONTINENTAL AND INTERNATIONAL PROGRAMS

Central Texas College serves military personnel throughout the world. The main office is located on the Central Texas College campus at Killeen, Texas. Programs of study vary with each location and not all programs are available at each location. This catalog provides information concerning the policies, procedures, and programs applicable to the Europe Campus. Individuals interested in programs which are not locally available should consult with the local Education Office or Central Texas College representative.

THE CATALOG SUPPLEMENT

The catalog supplement is an official bulletin of Central Texas College containing policies, regulations, procedures, and fees in effect on the date the publication went to press. The College reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments to state or federal laws, and fee changes where appropriate. Students are responsible for observing the regulations contained in this catalog supplement and are therefore urged to study the contents of the catalog and its supplement carefully.

EQUAL OPPORTUNITY POLICY

Central Texas College is committed to its policy on equal educational opportunity and administration of its educational programs, activities, and employment without regard to color, race, religion, national origin, disability, age, or sex as required by Title VI and Title VII of the Civil Rights Act

of 1964, as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vitenam Era Veteran's Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246, as amended, and 11375.

Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Existing administrative procedures of the college are used to handle student grievances. When a student believes a condition or employee of the college is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Please contact a college official or the Europe Campus Dean for assistance in pursuing a grievance matter.

STATEMENT ON HARASSMENT AND DISCRIMINATION

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment based on the age, ethnic background, family status, gender, handicap, national origin, race, religion, sexual orientation, or veteran status of individuals or any other subgroup stereotyping or grouping within the college community are unacceptable. To fulfill its multiple missions as an institution of higher learning, Central Texas College encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. The college also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

Individuals who believe they have experienced harassment or discrimination are encouraged to contact a college official or the Europe Campus Dean.

PROGRAM AND COURSE AVAILABILITY

Programs of study presented in this catalog are offered when sufficient interest indicates the level of enrollment required. Students desiring to enter specific programs of study are advised to seek confirmation of program availability prior to their first registration. The college further reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances warrant.

SCHEDULE OF FEES

1. **Institutional Challenge Examination Fee:** a fee of \$50.00 for each challenge examination should accompany the Application for Examination.
2. **Certificate Fee:** a fee of \$10.00 is payable at the time a student applies for each Certificate of Award, for completing 15 Semester Hours and 30 Semester Hours.
3. **Degree Fee:** a fee of \$ 25.00 is payable at the time a student applies for a degree.
4. **Transcript Fee:** the first transcript is issued free of charge. Subsequent transcripts are \$3.00 each.

5. **Returned Check Charge:** a charge of \$16.00 shall be assessed for checks which have been returned for insufficient funds.

Note: Refund of overpayment of transcript or record fees will be made only upon written application by the student.

TEXTBOOK COSTS

Costs are based on publishers' prices plus transportation costs, and may vary from term to term. Prices are available from the Central Texas College representative. Textbook costs are not refundable unless the class is canceled by the college and the book is returned unused and unmarked to the appropriate Central Texas College representative.

ADMISSIONS AND REGISTRATION

HOW TO BEGIN COUNSELING

Students wishing to attend Central Texas College should visit the local Education Center or Naval Campus office to consult with an education specialist about their educational goals. Education Center and Naval Campus Office staffs provide diagnostic, aptitude, and placement testing to assist students in selecting programs of study and establishing educational goals. Once the student has identified and chosen an appropriate degree and program of study, the admission and registration process may begin.

GENERAL ADMISSION INFORMATION

Central Texas College is an open-door comprehensive community college. An open-door admission policy is maintained to ensure that all persons who can benefit from post-secondary education have the opportunity to enroll. New students will be admitted to the college provided all admission requirements are met. Admission to the college does not guarantee admission to specific programs and courses. Requests for application materials or questions concerning admission should be addressed to the Central Texas College personnel at each location.

ADMISSIONS REQUIREMENTS

Students who hold diplomas from accredited secondary (high) schools or GED equivalency certificates will be admitted to Central Texas College. Students transferring from another accredited college will be admitted if they are eligible to return to the institution last attended. Adults, veterans, and military personnel who have not completed a high school program, but who are prepared to undertake post high school studies may be admitted if recommended by an education specialist after providing official test scores from a list of approved tests authorized by the Department of Education.

Note: For purposes of admission, an adult is defined as an individual 18 years of age or older.

Local and Third Country National students must provide an official certificate reflecting a minimum score of 450 on the Test of English as a Foreign Language in order to be considered for admission to degree-credit courses.

Personnel without logistical support and not sponsored in the overseas command by the U.S. Armed Forces are not normally permitted to attend Central Texas College classes. Applicants may attend classes if local policy permits, but they must receive approval from the local Education Services Officer or Navy Campus Representative for necessary military and governmental approval prior to being permitted to file application for admission. Active duty personnel will have priority when enrolling for all classes.

Individuals who have not previously earned a high school diploma or GED are not eligible to enroll in college level courses until they have taken and successfully passed a Department of Education independently administered examination. Examinations must have been taken within the past year. Additional information is available through the local Central Texas College representative.

In addition to meeting the above criteria, students must complete an Application for Admission form prior to being considered for unconditional admission.

RECORDS REQUIRED:

Transcripts and Test Scores

Degree or certificate seeking students must ensure that all records of all previous education must be on file with the Records Office in order to fulfill Central Texas College's admission requirements.

HIGH SCHOOL GRADUATES seeking certificates or degrees from Central Texas College who have not previously completed 12 semester hours with a regionally accredited college or university must submit an official high school transcript.

HIGH SCHOOL EQUIVALENCE GRADUATES seeking certificates or degrees from CTC who have not previously completed 12 semester hours with a regionally accredited college or university must submit High School General Education Development (GED) scores.

COLLEGE TRANSFER STUDENTS seeking certificates or degrees from the college must provide official transcripts for all regionally accredited college study before official degree plans are provided.

INDIVIDUAL ADMISSIONS STUDENTS (except transient students) must provide official transcripts from all regionally accredited colleges or universities previously attended. Non-high school/GED graduates must provide Department of Education approved test scores taken within the past year.

Note: Students are responsible for requesting that official records be forwarded directly from the issuing institution to the Central Texas College Europe Campus. Addresses are listed in the front of the catalog. Transcripts must bear original mark or seal and signature of the registrar to be acceptable. If transcripts of previous education are issued to Central Texas College in a student's former name, without a social security number, Central Texas College cannot be responsible for properly identifying the document. Admission requirements are not met until all necessary records are on file with the Europe Campus records office.

Transient Student

Students not seeking a degree or certificate from Central Texas College are not required to provide previous education records, as noted above. Records will be required if a student later elects to seek a diploma or certificate, or evaluation and award of credit.

Early Admissions

Early admission offers the opportunity for high school seniors to earn college credits while concurrently enrolled in high school. Early admission is open to any high school senior, subject to the following conditions:

1. An Early Admission Form with the signatures of high school principal or counselor and parent or legal guardian must be submitted.
2. Student must provide an official high school transcript showing classification as a senior.
3. *The student will be expected to adhere to all policies of the College and the high school, including attendance.*

Students who meet the above criteria will be accepted at Central Texas College on individual approval to take one course per term.

Note: Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program.

UNIFORM APPLICATION OF STANDARDS

The college policies regarding the academic status of students and all matters relating to students are uniform at all Central Texas College locations. The subsequent sections of the catalog supplement provide information unique to the Europe Campus.

WHEN TO REGISTER FOR CLASS

Registration Periods

Central Texas College's academic year begins and ends in August. It is based on terms and varies considerably in different locations to meet military schedules. Course lengths are four, six, eight, ten, and twelve weeks. Varying course lengths or the special needs of the community may alter the generally established registration period and course length at any given site. The Education Center publicizes registration periods, term dates, and course offerings. Students should consult their local schedules for times and dates of registration and classes.

Term Calendar

1993-1994

Term 4	March 6, 1994	thru	May 7, 1994
Term 5	May 8, 1994	thru	August 13, 1994

1994-1995

Term 1	August 14, 1994	thru	October 15, 1994
Term 2	October 16, 1994	thru	December 24, 1994
Term 3	December 25, 1994	thru	March 11, 1995
Term 4	March 12, 1995	thru	May 13, 1995
Term 5	May 14, 1995	thru	August 12, 1995

1995-1996

Term 1	August 13, 1995	thru	October 14, 1995
Term 2	October 15, 1995	thru	December 23, 1995
Term 3	December 24, 1995	thru	March 9, 1996
Term 4	March 10, 1996	thru	May 11, 1996
Term 5	May 12, 1996	thru	August 10, 1996

WHOM TO CONTACT FOR CLASSES

Central Texas College normally assigns a representative to each Education Center where a program is conducted. Information on registration, term dates, evaluation, programs offered, and related questions should be directed to the local Central Texas College representative at the Education Center or Navy Campus office.

REGISTRATION REQUIREMENTS

Official registration with Central Texas College is required before students may take courses. The following must be completed before the student will be officially registered:

1. Application for Admission/Class Registration (required for each registration)
2. Payment of fees and tuition.

Note: Step 2 may include providing completed military Tuition Assistance forms, Veterans Administration forms, or other financial assistance forms as appropriate, if such methods of financial assistance are chosen.

All forms necessary for registration are available from the Central Texas College representative at each location.

CHANGING REGISTRATION

Students wishing to register for additional courses, or change course enrollments after registering, must have the amendments made on the registration card. Students must complete and initial such changes before the announced end of the registration period.

LATE REGISTRATION

Late registration is permitted if no more than 1/8 of the course's contact hours has been performed. Individuals should consult local schedules for exact dates. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

COURSE ADMISSIONS

Students must complete the published registration procedure each term, including payment of all tuition and fees, to gain admission to classes. Paying tuition on an installment basis is not permitted.

COST OF CLASSES

Tuition for classes at Europe Campus locations is established by the government contract through which the institution operates. The following rates apply to one semester hour of instruction:

August 1, 1993	- July 31, 1994	\$80.09
August 1, 1994	- July 31, 1995	\$82.77
August 1, 1995	- July 31, 1996	\$85.73
August 1, 1996	- July 31, 1997	\$87.21
August 1, 1997	- July 31, 1998	\$88.73

The Europe Campus does not charge any matriculation fees.

PAYMENT

Method of Payment

Checks or money orders should be made payable to Central Texas College. Credit card payment is also acceptable as long as it is a MasterCard or VISA issued by a stateside bank. Central Texas College requires payment of tuition prior to attendance at the first class meeting.

Refunds

The effective date of the withdrawal is the date the withdrawal form is date stamped at the appropriate education center or Navy Campus Office and signed by the ESO or designated representative. In all cases, the instructor must sign the withdrawal form either before or after the effective withdrawal date. Refunds will be computed according to the effective date of withdrawal from class in the following manner:

100%	If withdrawal is effective before the first class meeting.
75%	If withdrawal is effective before more than 1/8 of class meetings have elapsed.
25%	If withdrawal is effective after more than 1/8, but before more than 1/4 of the class meetings have elapsed.
0%	If withdrawal is effective after 1/4 of class meetings have elapsed.

Refunds will be processed by the Director of Administrative Services after receipt of certification by the Student Services Office that the Application for Withdrawal or the Application for Refund form has been properly completed and processed. Emergency withdrawal will be considered to be filed on the date of the emergency. Students must submit written proof of emergency such as military emergency leave orders or medical certification of family emergency. Refunds under emergency conditions will follow the refund of tuition schedule above.

STUDENT FINANCIAL AID

Information and application forms for Military Tuition Assistance (TA) and Veterans Administration (VA) benefits are available at Military Education Centers and Navy Campus offices. These two forms of student financial assistance are not part of the same program. Students interested in using such aid should be aware of the liabilities incurred.

TYPES OF AID

PELL Grant

The PELL Grant is authorized by the Higher Education Act Amendments of 1972 to assist students in pursuing their first undergraduate degree. The intent of the PELL grant is to provide a foundation of financial assistance to supplement the cost of postsecondary education. The amount of the PELL award is based on the actual cost of the student's education while attending CTC. Applications are available at any Military Education Center or Navy Camps office. Brochures describing various financial aid and VA programs are available to all students, and Education Centers.

Federal Stafford Loans

At CTC undergraduate students may borrow up to \$2,625 during freshman year standing with an aggregate limit of \$17,250 over their undergraduate career. These loans are obtained by the student from a lending agency outside the college such as a bank, savings and loan association, credit union, etc., which are insured by the federal government.

The current interest rate is 8% per annum simple interest. The government will pay the interest charge while the student is enrolled at least half-time. Repayment begins six months after half-time enrollment status is terminated. Students may obtain detailed information from lending institutions or by contacting the Europe Campus Financial Aid Specialist.

Students who apply for Federal Stafford Loans must attend a pre-loan counseling session. This session provides information about disbursement procedures and loan programs such as monthly repayments, deferments, grace periods, and cancellations. Students who received a Federal Stafford Loan while attending a Central Texas College location must attend an exit briefing prior to the end of their final term with the college. This briefing will discuss students' rights and responsibilities regarding repayment of the loan.

Veteran Benefits

Most Central Texas College programs are approved for those who wish to receive benefits under the Veterans Readjustment Benefits Act of 1966, the Veterans Educational Assistance Act of 1984, Chapter 106-Reserve Education Bill, Chapter 30, VA Educational Bill of 1986, and dependents who qualify for VA educational benefits, Chapter 35.

Military Tuition Assistance

Many military personnel, whether or not eligible to participate under the Veterans Readjustment Benefits Act, may wish to attend Central Texas College under the Tuition Assistance Program. Active duty military students approved under this program will have a portion of their tuition cost paid by the government but will be responsible for paying the remaining amount as well as all fees and book costs. Recipients should make sure that they are informed of all terms and conditions under the Tuition Assistance agreement. Information about such terms and conditions may be obtained at any Military Education Center or Navy Campus office.

The Army, Air Force, Navy, and Marines have Tuition Assistance programs. Students attending classes at Central Texas College should complete their appropriate service form and deliver it to the appropriate Education Center or Navy Campus office. The signature of the student's unit commander (or authorized representative) and the approving signature of the appropriate Education Center or Navy Campus representative are required.

Department of Defense (DOD) Civilian Tuition Assistance

DOD applicants are responsible for securing Tuition Assistance from their employer. Forms and procedures for requesting Tuition Assistance vary with each branch of service. Please consult the local Education Center, Navy Campus office, or Civilian Personnel Office. One copy of the approved Tuition Assistance form must be provided to the college at the time of registration.

Satisfactory Progress

Central Texas College students who are receiving financial aid are required to make adequate progress toward a degree objective in order to remain eligible to receive financial aid. The following satisfactory progress standards are applicable to all students who receive financial aid at Central Texas College:

1. Full-time students should complete their degree program within the equivalent of six 12-week or 16-week semesters, or twelve 8-week terms. This time frame includes the entire attendance history of a student regardless of whether financial aid was or was not received.
2. Half-time students should complete their degree program within the equivalent of twenty-four 8-week terms.

Satisfactory progress can be maintained with any combination of full-time or part-time enrollment. Students may refer to their degree plan, college catalog, catalog supplement, or see a counselor for further details regarding their specific academic program.

RECORDS ACCESS

STUDENT RECORDS

Students may inspect and review their education records upon written request to the appropriate record custodian. For more information contact the Central Texas College representative.

Release of student record information must be authorized in writing by the student. In compliance with the Family Educational Rights and Privacy Act of 1974, access to any records by persons other than the student will be limited to those persons specified in the statute. Records will be maintained of persons granted such access.

COLLEGE POLICIES AND REGULATIONS

RECOMMENDED COURSE LOAD

Academic Load

Students are responsible for determining the academic load they can successfully manage each term. Typical course loads, based on eight-week terms, are as follows:

Half (1/2) time	3 semester hours per term
Three quarter (3/4) time	5 semester hours per term
Full (1/1) time	6 semester hours per term

Note:

1. For instructional periods other than eight week terms, consult your local Central Texas College representative.
2. Final determination of academic load for purposes of VA benefit payments is the prerogative of the VA Department, not the college. Questions about VA payments must be sent by the student directly to the VA office serving the student's campus.
3. Working students and students experiencing difficulty with college level courses are encouraged to consult with Central Texas College personnel, the Education Center, or Navy Campus counselors for advice on the number of hours that should be taken.

ATTENDANCE POLICY

ABSENCES AND TARDINESS

Students are required to attend all classes in which they have enrolled. Attendance should be regular and on time.

Students are required to notify instructors in advance of any absence to retain the privilege of submitting make-up work without grade penalty. Students are responsible for completing all assignments missed during absences.

EXCESSIVE ABSENCES

Absence from classes for any reason must not exceed college standards. In general, students may be administratively withdrawn from any class with the grade of "F" when their unexcused absences reach a total equal to 12.5% of the hours for the course. For example, students attending a 48-hour class during an 8-week period normally meet 180 minutes each session for 16 sessions. Those students with two unexcused absences are subject to Administrative Withdrawal since the total unexcused absences (360 minutes) equals 12.5% of class hours for the course. Students attending 96-hour classes are subject to administrative withdrawal after they have accumulated 12 hours of unexcused absences.

The following specific rules apply to absences:

1. Fifty minutes is the standard length of a class meeting. Missing 50 minutes of a class equals one absence.
2. Instructors are required to keep attendance records beginning the first scheduled day of class.
3. An Administrative Withdrawal may be initiated when the student fails to meet college attendance requirements. The course will be noted as an "FN" on the roll and record book, with a final grade of "F" on the transcript.
4. As a matter of policy, college instructors are the only individuals who can authorize excused absences. Regardless of the reason for the absence, students are responsible for completing all coursework covered during any absence.

OFFICIAL ENROLLMENT

OFFICIAL ENROLLMENT

The only way to become an official member of a class at CTC is by following the established procedures for registering and paying tuition. No person is officially enrolled until all charges have been paid in full. Installment payment of tuition is not permitted. Students who officially withdraw from a course are not entitled to remain in class on an unofficial basis. Only those students who are officially enrolled have the privilege of attending classes.

CLASSIFICATIONS

FRESHMAN - Students who have 30 semester hours or less of college level credit recorded on their permanent record are classified as freshmen.

SOPHOMORE - Students who have thirty-one semester hours or more of college level credit recorded on their permanent record are classified as sophomores.

RESIDENT CREDIT

A student may earn an Associate Degree entirely through study at campuses outside the state of Texas or in combination with study at the Texas campuses. At least fifteen (15) semester hours or 25% of degree requirements must be earned through formal study at Central Texas College, regardless of campus location. Courses offered at all Central Texas College campuses meet the same academic standards and carry the same resident credit.

CREDIT TRANSFERS

Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

GRADES

Grade Reporting

Grades are assigned by faculty members based on class and laboratory performance, test scores, and other departmental academic requirements. Students are encouraged to become familiar with each instructor's class syllabus and requirements for grades.

Grades are reported by two methods:

1. Grade Reports are provided by faculty members at the end of each course. This method of reporting grades permits students to judge their performance at the end of each course.

2. Transcripts are provided by the Records Office and are the official report of completed courses, grades, and credit awarded by the college.

Grades and Point Average

The grading system at Central Texas College is as follows:

Grades			Grade Points
A	—	Superior	4
B	—	Above Average	3
C	—	Average	2
D	—	Passing, but unsatisfactory	1
F	—	Failure	0
I	—	Incomplete	0
N	—	No Credit	0
P	—	Completed	0
W	—	Withdrawal	0
X	—	Non-attendance	0

Grade Designations

"D"

Students who earn a "D" in prerequisite courses are advised not to enroll in succeeding courses until they complete prerequisite courses with at least a "C". A "D" will not be acceptable toward graduation for any course in the major in the Associate in Applied Science degree program.

"F"

Failure may be awarded for lack of academic progress or failure to attend. An "F" may not be removed with a "W" or "I" grade. Students who elect to repeat a course for which they have received an "F" must re-register, pay full tuition, and repeat the entire course.

"I"—Incomplete

An incomplete may be given to students who have completed the majority of the courses, but because of personal illness, death in the immediate family, or military orders are unable to complete all the requirements for the course. Notice of absence with supporting documentation may be required by the instructor. Students are requested to notify the appropriate instructor in advance of the absence whenever possible. The instructor makes the final decision concerning the "Incomplete" grade.

As a part of the "I" grade, the instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 90 days after the scheduled end of the class. It is the student's responsibility to arrange with the instructor for the assignment of work necessary to complete the course. An "I" will lapse to an "F" unless course requirements are completed within 90 days; an "I" cannot be replaced by a "W". Students who elect to repeat the course must register, pay full tuition, and repeat the entire course.

Note: In calculating the grade point average for graduation or other purposes, the "I" grade is calculated as an "F". Military branches may prescribe a lesser period of time to remove an "Incomplete" than Central Texas College. The Service directive relating to reimbursement will apply to tuition assisted students. Servicemembers are, therefore, urged to consult with the education specialist at the local Education Center or Navy Campus office.

“N”—No Credit

The grade of “N” is reserved for use with developmental and designated non-traditional, modular courses, and will be awarded to students who have made satisfactory progress, but lack the completion of certain modules required for course completion. The grade of “N” indicates that the student must enroll the following semester and complete those modules for a final grade in the course. Re-enrollment requires the payment of usual tuition for the course. Students failing to make satisfactory progress will also be awarded the grade of “N”.

“P”—Completed

The grade of “P” is reserved for use with developmental and designated non-traditional, modular courses, and will be awarded to students who have satisfactorily mastered all the modular course requirements. When used with credit granting courses, earned credit hours will be displayed on the transcript. Quality points and grade point calculation are not computed.

“W”—Withdrawal

Students who officially withdraw by the scheduled deadline will be awarded the grade of “W”, provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college in order to be considered for withdrawal.

“X”—Non-Attendance

The grade of “X” is reserved for use with developmental and designated non-traditional, modular courses, and will be awarded to students who have failed to make satisfactory progress due to non-attendance.

Grade Point Averaging

A student’s grade point average is calculated by dividing the total grade points by the total semester hours attempted. Grades of “W”, “N”, “P”, and “X” are not included in these calculations. Grades from Developmental Courses are not included in these calculations.

Grades and Financial Aid

Students attending Central Texas College with Military Tuition Assistance, Financial Aid, or VA Benefits should be familiar with the requirements and possible obligations incurred, particularly upon receiving a grade of “F”, “I”, “W”, “N”, or “X”.

Change of Grades

Students who feel that an error has occurred in grading must contact the appropriate instructor no later than 90 days after the end of the course in order for a grade change to be considered. Administrative personnel of Central Texas College are not authorized to change an instructor’s grade.

Repeating A Course

The total hours earned toward a degree are not increased if a student repeats a course in which a passing grade has already been earned. After repeating a course, only the last grade earned is utilized in computing the grade point average. Other colleges may use a different approach to computing the GPA. Honors designation at graduation considers all grades, including repeated courses. A student who repeats a course should notify the Records Office for re-computation of cumulative grade point average.

ACADEMIC STANDARDS

Students are expected to be aware of their grade point average, and are encouraged to calculate their grade point average frequently. Students are responsible for knowing whether or not they are eligible to continue at the college. Ineligible students who nevertheless register at the college shall be withdrawn and shall not receive special consideration if they plead lack of knowledge of scholastic status. Students who receive grades below "C" (2.0) for any course should seek academic counseling to determine the causes of unsatisfactory work and seek recommendations for improving grades in subsequent classes.

GRADE REQUIREMENTS

GRADUATION. Requires an overall grade point average of 2.0 to include a minimum 2.0 GPA with Central Texas College. Associate degrees in Applied Science require a "C" for each course in the major. Graduation GPA includes all Central Texas College grades and grades earned in transfer courses accepted toward the degree.

SATISFACTORY PROGRESS. Students at Central Texas College must maintain a 2.0 cumulative grade point average in order to maintain satisfactory progress toward graduation.

ADVISING: Students who fail to maintain a 2.0 grade point average during their initial seven semester course hours will be required to participate in an academic counseling session prior to re-enrollment.

PROBATION will be imposed after the first seven semester hours attempted during which the student fails to maintain a 2.0 cumulative grade point average. Students who fail to achieve a 1.0 grade point average during any term will be placed on probation if their cumulative grade point average is below 2.0. Probation will be imposed during the next term in which the student registers. Students on probation cannot register for classes until the requirements listed below are completed as stated under the section titled "Return to Class After Probation."

Students who do not maintain a "C" or 2.0 grade point average during the probation period will be suspended and cannot register for classes until the requirements listed under the section titled "Return to Class After Suspension" are completed. **SUSPENSION** will also be imposed on students who have attempted 8 or more semester hours and who previously failed to maintain a 2.0 cumulative grade point average. Suspension will also result when students fail to achieve a 1.0 grade point average during the term when the resulting cumulative grade point average falls below 2.0. Suspended students may register for classes upon completion of the requirements listed in the section titled "Return to Class After Suspension."

Students who use financial aid or VA benefits and are suspended will be reported to the Financial Aid Office or the Veterans Administration and must also meet financial aid or VA requirements prior to reinstatement of benefits.

HOW YOU MAY RETURN

Return to Class After Probation

Students on probation must sign a probation agreement and receive re-entry counseling.

Return To Class After Suspension

Students who have been suspended may be permitted to re-enter the college on an individual petition basis. Students granted immediate re-entry must:

1. Receive counseling and obtain a written recommendation by the Education Services Officer or Navy Campus Representative for return to classes.
2. Complete a re-entry petition agreement and send it with the recommendation obtained in (1), above, to the Central Texas College Director.

Students who have been suspended once may be re-admitted under petition and must meet academic standards required while on petition re-entry status.

Note: Re-entry petitions will be provided to students at the time of suspension notification.

CLASSROOM VISITORS

Permission to visit a class may be granted by the local Regional Director. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work. Permission to visit is not considered auditing on a full-time basis. Since permission will not be granted to allow small children in class, parents must make arrangements for care of their children during class meetings. College policy does not permit a student to audit courses.

REGULATIONS GOVERNING STUDENT ACTIVITIES

STUDENT RESPONSIBILITIES

Address Change

All correspondence from Central Texas College to the student will be to the address provided on the Application for Admission. Any address changes must be made in writing to the Student Services Records Office. Students are responsible for all communication mailed to the last address on file. The student's academic file will be maintained in Europe for five years after last attendance unless an address change is sent to the Student Services Records Office.

Name Changes

Individuals must provide their legal name on their Application for Admission because that is the name that will appear on their official student record. To change a legal name to a new legal name, students must submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, students must present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other name. Name change documents must be submitted to the Student Services Records Office.

DRUG AND ALCOHOL ABUSE

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. Students have rights and privileges as prescribed by state and federal constitutions, statutes, and policies of the Board of Trustees of the Central Texas College District. Along with these rights and privileges, students also have certain duties and responsibilities which are essential for creating an environment where all students can learn to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty, and staff, but also the potential for education, social, and personal enhancement. It is therefore important for all members of the college community to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with substance and alcohol abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse, but also education, prevention, intervention, and treatment activities necessary to help eliminate problems that substance and alcohol abuse poses to the college community.

Central Texas College is committed to providing comprehensive drug education and prevention programs as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Substance Abuse Resource Center in the Student Services Building on Central Campus to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs which will assist in prevention of alcohol and substance abuse activities. Information relating to drug and alcohol abuse at Central Texas College Europe Campus will be provided through individual campus sites.

To ensure compliance with applicable institutional, state, and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Central Texas College annually distributes an information flyer to all employees and students which addresses:

- Standards of conduct
- Legal sanctions
- Health risks
- Counseling options
- Disciplinary action

Those individuals seeking further information should contact the Substance Abuse Resource Center or the CTC site representative.

ALCOHOL AND ILLEGAL SUBSTANCES

Students are not to use intoxicating beverages, narcotics, or non-prescription drugs in a Central Texas College classroom. Any student in a Central Texas College classroom or administrative office who is under the influence of or in possession of any of these items will be subject to disciplinary dismissal from the college. Anyone using, distributing, or found to be in possession of illegal drugs or aiding those involved in such activities will be subject to immediate expulsion from the college.

CLASS BEHAVIOR

Generally, students attending Central Texas College are in class for personal and professional reasons. To facilitate instruction and learning, students are expected to maintain a mature, earnest, and interested attitude in the classroom. The college will not tolerate student behavior which disrupts the class or which attempts to discredit the instructor, the course material, or other students. Students who disrupt classes, or discredit the course or other students, will be asked to cease such disruptions. If students fail to do so, they will be dropped from the class with a grade of "F".

FALSIFICATION OF RECORDS

Students who knowingly falsify college records or who knowingly submit falsified records to the college are subject to disciplinary action which may include suspension or expulsion from the college.

HARASSMENT

Harassment, whether verbal or by action, by any student enrolled at Central Texas College or any member of the student body, faculty, administration, or any other Central Texas College employee will be considered a serious breach of discipline and shall be treated accordingly. Any action, whether in the classroom, laboratory, or administrative offices which subjects a person to humiliation, indignity, discomfort, or which interferes with any process in which the college is engaged, may be considered harassment.

SCHOLASTIC HONESTY

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all courses and during examinations. The following will be considered examples of scholastic dishonesty:

1. **Plagiarism:** taking passages from the writing of others without giving proper credit to the sources.
2. **Collusion:** using another's work as one's own or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. **Cheating:** giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action.

TEXTBOOKS

Students are expected to buy the textbooks designated for each course. Textbooks may be purchased from the Central Texas College Site Representative during the registration period. This period is normally two weeks prior to the class start date and during the first week of classes. After the registration period, students may obtain textbooks by contacting a Central Texas College representative.

Note: Students will be given the option of renting textbooks at 1/4 the textbook cost for certain courses. While students will be allowed to use and mark these books, they must be returned to the local site representative before a final grade for the course is issued.

STUDENT DISCIPLINE

Philosophy

Students are admitted to Central Texas College for the purpose of educational, social, and personal enhancement. As students, they have rights, privileges, duties, and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Governing Board of the Institution. For those few students who fail to understand and accept their role in an educational institution, the college has prescribed procedures for counseling and disciplinary action which are designed to help the students in every way possible. In essence, the disciplinary procedures are a part of the learning process for students, and students will be suspended or expelled from the college only if they fail to respond positively to disciplinary procedures.

Due Process

Further information concerning due process procedures may be requested from Central Texas College personnel.

DISCIPLINARY ACTION

Disciplinary action may be in the form of an oral or written reprimand, disciplinary probation, suspension, or expulsion from the college. Students on disciplinary probation may receive no honors from Central Texas College. The probation status is permanent unless the student has earned the privilege of being released from disciplinary probation.

HOW TO OBTAIN TRANSCRIPTS

Transcript Ordering

A student's records are considered confidential in nature. Convenient forms for ordering transcripts are available from the Site Representative. The first transcript is issued free of charge. Graduates are provided an information transcript free of charge upon graduation. All other transcripts must be accompanied by a check or money order for \$3.00, along with a written request signed by the student.

Request for transcripts will be honored as soon as possible in the order of receipt. Generally, they will be issued within two working days from the receipt of the request. Telephone requests will not be honored; however, transcripts may be ordered by facsimile (FAX). Transcripts may also be picked up in person as long as the transcript request is submitted to the Student Services Office at least one day prior to pick up.

While students are in Europe, their transcript requests should be addressed to the Europe Campus Student Services Office. Once students leave Europe, they should send their requests directly to the Transcript Department in Killeen, Texas. Addresses are listed in the front of the catalog. Transcript requests should include full name, social security number, date of birth, last month, year, and location of attendance, as well as the complete address to which the transcript is to be sent.

Transcripts addressed to students will be stamped "Issued to Student". Transcripts addressed to official addresses will be official transcripts. Transfer credit earned from other colleges will not be posted to the Central Texas College transcript. Students should request transcripts directly from other colleges attended if the information is needed.

Students departing Central Texas College locations in Europe should notify the Student Services Office to ensure their records are transferred to the Central Campus at Killeen, Texas. Student academic files and transcripts will be maintained in Europe or the Pacific Far East for five years after last attendance unless otherwise notified of departure.

Requests for student transcripts will be denied if the student has an outstanding obligation to the college. The obligation may be due to a bad check, non-repayment of financial aid, or failure to comply with admissions requirements. Students on financial hold will not be eligible for evaluation services or graduation consideration.

Official Withdrawal Policy

Any student who desires to, or must withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund with the instructor. Additionally, students must file a copy of the form with the Education Services Officer or Navy Campus Representative. Applications for Withdrawal or an Application for Refund will not be accepted after the close of business on the last working day before the last week of class. For more information, see the previous sections on withdrawals and refunds.

Note: Students receiving financial aid, Military Tuition Assistance, VA benefits, or other than personal funds may be required to repay tuition and fees to the funding agency. For specific repayment requirements, students may contact the Military Education Center, Navy Campus office, or the Central Texas College Financial Aid Office.

Students who are administratively withdrawn from classes without officially withdrawing will receive an "F" and are ineligible for refunds. Additionally, a student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" for non-attendance. Emergency withdrawal will be considered when documentary evidence is presented. For more information, see the section on refunds.

CERTIFICATE AND DEGREE REQUIREMENTS

WHAT DEGREES ARE OFFERED

Central Texas College Europe Campus confers the Associate in Applied Science degree to students who have completed and successfully passed all the minimum and specific requirements for graduation. The minimum requirements for each degree are listed on the following pages. To earn a degree, students must also complete the specific degree requirements in the curriculum plan for their major field of study as shown in this catalog. It is the student's responsibility to submit an application for the degree. Each degree program will be written on the face of any Central Texas College degree or certificate.

Note: Students on financial hold are not eligible for graduation.

A person may normally be awarded one degree from Central Texas College. Students wishing to be awarded a second degree must satisfy all requirements for the second degree, including at least 12 additional semester hours of traditional courses in residence at Central Texas College after degree requirements for the first degree have been met. This requirement is in addition to those requirements already completed for the award of the first degree.

MINIMUM REQUIREMENTS

Associate In Applied Science Degree

Students must complete the specific degree requirements in the curriculum plan for their major field as shown in the program of study. The curriculum consists of a minimum of 64 semester hours and will include:

1. Communications to include either a or b:
 - a. ENGL 1301 & 3 semester hours oral communications
 - b. ENGL 1379 (ENGL 1309)
2. Three semester hours of humanities or fine arts
3. Three semester hours of mathematics, MATH 1314 (MATH 1302) or higher, except for the Associate Degree Nursing Program
4. Three semester hours of social/behavioral science
5. Three semester hours of computer instruction
6. A minimum of 36 semester hours of technical courses in the major or a closely related field
7. A minimum of 25 percent of semester hours credit earned within the Central Texas College System
8. All required courses in the major as listed in the College catalog
9. Satisfy a, b, and c:
 - a. A minimum overall grade point average 2.0 ("C" average)
 - b. A minimum of 2.0 ("C") on each course in the major
 - c. A minimum of 2.0 ("C") with Central Texas College
10. Meeting all other College and departmental requirements

Note: Students may be required to repeat major field of study courses if graduation is not accomplished within seven years after courses are completed.

Certificate of Completion

A Certificate of Completion will be awarded to students who fulfill the curricular requirements of special courses and programs. Minimum residency and GPA as listed for degree programs are required.

Transferability of Courses

Students are urged to consult the catalog of the institution to which they may transfer for detailed information concerning course transfer. This catalog supplement should be used by the student as the basis for course planning.

HOW TO EARN A CERTIFICATE

Since the duties of military personnel and adult students normally prohibit them from achieving full-time student status, the college provides indicators of progress toward the Associate Degree in the form of certificates. The college presents a Certificate of Award after both 15 and 30 semester hours have been completed. The certificate indicates skills obtained by the student through courses as outlined in the program chosen by the student.

Students are eligible to receive the 15 hour Certificate of Award upon completion of 15 semester hours of credit in one program area. Nine of these hours must be taken with Central Texas College by traditional classroom methods including video study. An additional 15 semester hours of credit in the same program area of study will qualify the student for the 30-hour Certificate of Award. To receive the certificate, the student must have a minimum 2.0 GPA.

Central Texas College awards certificates and degrees each year in December, May, and August.

A request for certificate or degree must be accompanied by the appropriate non-refundable fees and must be submitted to the Europe Campus Student Services Department by the following dates:

	DEADLINE
Fall Semester (December Graduation)	October 1st
Spring Semester (May Graduation)	February 1st
Summer Semester (August Graduation)	June 10th

Note: All college entrance and course requirements must be completed prior to certificate or degree award. A request for certificate or degree received from students who have not completed course requirements and who are not enrolled in the remaining courses by the date specified above will not be processed. Official transcripts of GED scores from previously attended institutions, if applicable, must be on file in the Central Texas College Records Office by the graduation date.

Any student who fails to meet the above listed graduation deadlines will be processed in the next degree order time frame. No student will be denied a graduation appointment. The graduation date on the certificate or degree must conform with the dates listed above. Students applying for graduation who do not complete degree requirements on or about the graduation date will be declared a non-graduate and will not be eligible for graduation fee reimbursement. Those declared non-graduates must refile for graduation and pay an additional graduation fee.

Replacing A Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a Request for Replacement may be obtained. For more information, contact the Central Texas College representative. An appropriate fee is required for the replacement of a certificate or degree.

COMMENCEMENT

Central Texas College will hold three graduation exercise annually: one in Germany, one in the United Kingdom, and one in the Mediterranean Region. Degrees and certificates will be awarded three times a year for students who by virtue of military duties or other valid reasons are unable to attend the annual graduation exercise. Students graduating at any time during the year may participate in the annual graduation ceremonies. Students are responsible for notifying the campus or site headquarters if they plan to participate.

HONORS

Graduation With Honors

Candidates for degrees from Central Texas College may graduate with HIGHEST HONORS or HONORS based upon the following criteria:

1. To graduate with HONORS, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below "B" on all courses. In computing the candidate's grade point average for HONORS, grades in all courses taken at Central Texas College, as well as courses transferred from other accredited institutions, are included. A repeated course will not clear the graduate for HONORS; however, the GPA will reflect only the repeated course in the final GPA.
2. In any graduating class the student with the highest grade point average who meets all other requirements above will be designated as graduating with HIGHEST HONORS.
3. Public recognition for graduation with HONORS or HIGHEST HONORS is confirmed only when the student participates in the formal commencement ceremonies.
4. To qualify for HONORS consideration, students must have earned a minimum of 30 semester hours of traditional study with Central Texas College.

EVALUATION OF PREVIOUS EDUCATION

Transfer Students

Transfer of credit from regionally accredited colleges and universities may be accepted if a grade of "C" or better is earned and the course(s) applies to the student's curriculum. Passing grades lower than "C" may be considered for transfer in accordance with current evaluation procedures and curriculum requirements. Courses with a grade of "D" will not be accepted in transfer to satisfy major degree requirements; however, they may be accepted in transfer to satisfy non-major degree requirements if the student's overall grade point average with Central Texas College is 2.0 or higher. Students on suspension from other colleges must be eligible to return, on probation, to the suspending institution.

Due to the rapid changes taking place in the technological field, courses taken in a major field of study or courses directly related to that major field may not be accepted in transfer to satisfy specific Associate in Applied Science degree requirements. Acceptance of course credit in transfer for such degree programs must be approved by appropriate Department Managers if the course was completed seven or more years before the student entered the Central Texas College program of study.

Non-traditional Education

Central Texas College recognizes that each student's educational needs, goals, and experiences are unique, and that individuals are proficient in many areas of college work that are not formally documented on transcripts. The college's policy is to recognize non-traditional learning experiences and to award course credit where appropriate. In keeping with this policy, Central Texas College has established the Individualized Career Evaluation Process (ICEP).

The purpose of the ICEP is to systematically correlate business, industry, government, and military education received through non-traditional methods with the college's curricular requirements. All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences.

Non-traditional methods usually considered applicable toward a degree at Central Texas College are:

1. The Defense Activity for Non-Traditional Educational Support 0(DANTES) courses and Subject Standardized Tests (see note below).
2. College Level Examination Program (CLEP), both the General Examination and Subject Examination (see note below).
3. Institutional Course Challenge Examination. Students may request permission through the appropriate college official to take challenge examinations for certain courses. Students must not have previously enrolled in the course for college level credit and must have completed a minimum of six semester hours in residence with Central Texas College with a minimum 2.0 grade point average. Those who do not make a grade of "A" or "B" will not be permitted to repeat the examination for that course at a later time. To obtain credit, the student must pass the examination with a grade of "A" or "B", have completed a minimum of six semester hours of courses at Central Texas College with a minimum 2.0 grade point average, and submit an application for credit award.
4. Credit for military schools attended, as recommended by the American Council on Education and recognized by Central Texas College.
5. Credit for military service basic training.
6. Military Job Training and Experience, as recommended by the American Council on Education and recognized by Central Texas College.
7. American College Testing Program (ACT) (see note below).
8. College Board Admission Testing Program (see note below).
9. Correspondence Extension Courses offered by regionally accredited institutions which are members of the National University Extension Association.
10. Other: including certain types of civilian training, specialized testing, and work experience.

Note: To obtain credit, students must pass the exam, apply for credit, and have completed a minimum six semester hours of courses at Central Texas College with a minimum 2.0 grade point average. Tests and other non-traditional educational experiences must have been completed within seven years prior to the evaluation. Additional credits will not be awarded for courses which students retake to improve their grade. Evaluated credit will be awarded only when it applies to the students' degree requirements.

Evaluation Procedures

Curriculum plans outlining accepted transfer and non-traditional credits as well as remaining requirements are available from the local Central Texas College representative, Military Education Counselor, or the Navy Campus advisors upon the student's request.

Evaluation and final degree plans are provided upon receipt of all official transcripts and documents. Evaluated credit must be validated through successful completion (i.e., with a grade of "C" or better) of a minimum of six semester hours of traditional credit earned at CTC. Students on financial hold will not be eligible for evaluation of non-traditional educational experiences until the financial hold is cleared. Validated evaluated credit will be posted to the student's transcript upon request.

Application for a final degree plan may be made by submitting an Evaluation Request form to the Evaluations Department. Please see the front of this catalog for addresses.

Evaluated credit awarded by CTC applies to its programs of study and may transfer to other institutions according to the policies of the receiving institution. Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Because of its efforts to serve the educational needs of servicemembers, Central Texas College has been designated a Servicemembers Opportunity College (SOC). As a member of the Servicemembers Opportunity College Associates Degree (SOCAD) program, and the Navy's equivalent (SOCNAV), Central Texas College has committed itself to fully support and comply with SOC principles and criteria, and will ensure that:

- Servicemembers share in the postsecondary educational opportunities available to other citizens.
- Servicemembers are provided with appropriately accredited educational programs, courses, and services.
- Flexibility of programs and procedures, particularly in admissions, credit transfer, recognition of non-traditional learning experiences, scheduling, course format, and residency requirements, are provided to enhance access of servicemembers and their family members to undergraduate educational programs.

SOC Criteria

In support of SOC criteria, and as a service to its military students, Central Texas College:

- Has designed a transfer program which minimizes loss of credit, avoids duplication of credit, yet maintains program integrity.
- Has established guidelines which follow the general principles of good practice outlined in the Joint Statement On Transfer And Award Of Academic Credit.
- Accepts transfer credits earned from regionally accredited institutions consistent with servicemembers' degree programs.
- Requires only 25% of degree requirements to satisfy Central Texas College residency.
- Recognizes all courses offered by the college, regardless of location, as study in residence.
- Allows students to satisfy residency requirements with courses taken at the college at any time during their course of study.

- Provides the Individualized Career Evaluation Process (ICEP) to access learning equivalence, and awards credit to qualified students for specialized military training and experience in accordance with the Army Continuing Education (ACE) Guide To The Evaluation Of Educational Experiences In The Armed Forces.
- Provides the Individualized Career Evaluation Process (ICEP) which reflects the principles and guidelines set forth in the statement on Awarding Credit For Extra Institutional Learning, and awards credit for non-traditional learning assessment programs.

SOCAD/SOCNAV Degree Completion Agreement

Students can continue their Central Texas College degree programs regardless of location. Through the "credit bank" provisions of the Servicemembers Opportunity College, students may study at any other regionally accredited college and apply the work toward Central Texas College degree requirements, as long as 25% of degree requirements, with a minimum 2.0 GPA, have been completed with Central Texas College, and the courses taken at other institutions satisfy the requirements of the Central Texas College degree program. Requests for SOCAD/SOCNAV agreements should be addressed to the Evaluations Department. Addresses are listed in the front of this catalog.

Students no longer attending Central Texas College who previously completed the minimum residency and GPA requirements may request a SOCAD/SOCNAV agreement by writing to:

Central Texas College
 Director SOCAD/SOCNAV
 P. O. Box 1800
 Killeen, Texas 76540-9990

PROGRAMS OF STUDY

Program Offerings

Program requirements to earn a degree are listed alphabetically, and are followed by course descriptions listed in numerical order.

Semester Credit Hours

One semester hour of credit represents one hour of lecture or usually two or three hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course. The number of hours per week of lecture to lab time is included in parentheses after the course name. For example, (3-0) for a three-semester-hour course means there are three lecture hours per week conducted over a 16-week semester and no lab hours required; (2-4) means there are two lecture hours and four lab hours per week for the same 16-week semester. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, (3-0) for an eight week term would require six hours of lecture per week, and (2-4) would require four hours of lecture and eight hours of lab per week.

Course Availability

Courses are offered to students at military installations which have sufficient student interest. However, not all courses are available every term due to the specialized nature of the course, equipment requirements, and/or faculty availability. Student needs and interests are major factors considered in scheduling courses. Students should express their needs to the local Education Specialist or Navy Campus office. CTC representatives can furnish convenient planning brochures for most programs.

Prerequisite Courses

Students should understand the course descriptions. If the course description for the desired course indicates a prerequisite, that prerequisite should be satisfied prior to registering for the desired course. Example: LEGA 2301, Tort and Personal Injury, requires that LEGA 2306, Techniques of Legal Research, be successfully completed prior to registering for LEGA 2301. Students who cannot schedule prerequisites must obtain prior approval to enroll in these courses from the appropriate college official. Failure to obtain approval could result in loss of credit toward degree.

Technical Electives

Technical electives are courses designed to strengthen the major area of the student's program.

Approved Electives

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student's exposure to various disciplines considered supportive of the program's objectives.

Special Selection

Many programs of study have Humanities/Fine Arts and Social/ Behavioral Science elective courses that can be used to satisfy elective requirements. Some courses can be used as either a Humanities/ Fine arts or Social/Behavioral Science elective. The student may designate which elective these courses are used to satisfy. The special electives are listed below.

Humanities/Fine Arts Selection

ANTH 2351	Cultural Anthropology
ARTS (all ARTS courses except ARTS 2313 (ARTS 2305) & 2314 (2306)	
Foreign Language courses	
GEOG 1302	Cultural Geography (GEOG 2302)
HIST 2311, 2312	Survey of Western Civilization I and II (HIST 1303, 1304)
HUMA 1315	Introduction to Fine Arts (FINA 1301)
Music courses (MUSI)	
Literature course to include ENGL 1302 when it is not used to satisfy English requirement	
Philosophy courses to include Religion (PHIL)	
SPCH 2341	Oral Performance of Literature (SPCH 1303)

Social/Behavioral Science Selection

ANTH 2301	Physical Anthropology
ANTH 2351	Cultural Anthropology (ANTH 2302)
ECON 2301	Macroeconomics
ECON 2302	Microeconomics

CRJ 1307 Crime in America
Geography courses (except for GEOG 1302 (GEOG 2302))
Government courses (GOVT)
History courses (HIST)
Psychology courses (PSYC)
Sociology courses (SOC)
AGRI 2317 Introduction to Agriculture Economics

Computer Science/Microcomputer Technology Selection

Computer Science courses (COSC)
Microcomputer Technology courses (MISC)
Word Processing courses (WOPO)
AGRI 1309 Computers in Agriculture
CMET 1403 Computer Systems & Operations Programming
CMET 2402 Computer Circuit Analysis
CMET 2411 Theory of Interface Devices
DRDS 2410 Computer-Aided Drafting I
DRDS 2411 Computer-Aided Drafting II
FRMG 2309 Computers in Agriculture

CONTINUING EDUCATION PROGRAM

The purpose of non-credit programs is to meet the current and changing educational requirements of a specific community. To achieve this purpose, instruction is provided in response to expressed needs. Classes generally provide training for the individual; however, special interest groups can also be accommodated within the scope and philosophy of the program. Classes are geared to the changing needs and requirements of the area being served. There is no limit to the number or variety of courses. Classes are offered in the vocational business fields as well as in practical arts. Courses may be arranged to meet specific requests from interested groups. Central Texas College and its affiliated organizations are able to meet the needs of virtually every educational pursuit.

DEGREE PROGRAMS

The degree programs and vocational-technical courses that Central Texas College has been authorized to conduct in Europe under contract DAJA37-93-D-0044 are listed on the following pages.

ADMINISTRATIVE SECRETARIAL

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
OADM*1301 Beginning Shorthand	3	WOPO* 1304 Intermediate Information Processing Applications	3
WOPO*1303 Beginning Keyboarding/ Data Entry	3	OADM* 1302 Intermediate Shorthand	3
OADM 1305 Records Management	3	OADM 1306 Office Functions	3
OADM 1309 Business Mathematics and Calculating Machines	3	OADM 1308 Business Correspondence	3
ENGL 1301 Composition & Rhetoric I	3	WOPO 1307 Word Processing/ Transcription	3
WOPO 1101 MS-DOS: An Introduction	1	PHED Physical Education	1
	16		16

SECOND YEAR

First Semester	Credit	Second Semester	Credit
MATH MATH 1314, 1324, or 1342	3	WOPO 2303 Office Automation	3
WOPO 2302 Advanced Information Processing Applications	3	OADM 2305 Office Accounting II	3
OADM 2304 Office Accounting I	3	OADM 2307 Automated Office Management	3
ELCT Elective	3	SPCH SPCH 1315 or 1321	3
ELCT** OADM, WOPO, MGMT or MISC	3-4	ELCT Humanities/Fine Arts	3
	15-16	ELCT Social/Behavioral/Science	3
			18

TOTAL HOURS 65-66

- Levels of shorthand and typewriting will be determined by the students' previous training in these skills and/or by placement tests.
- ** Electives or selections must be approved by Department Manager. Courses may be chosen leading toward general, medical, or legal secretarial programs upon department approval.
- *** HIST 2350, 2351, 2352, or other approved course..

AUTOMOTIVE BODY REPAIR

Two-Year Associate Degree in Applied Science

FIRST YEAR

First Semester	Credit	Second Semester	Credit
INDU 1400 Industrial Fundamentals	4	ATBR 1408 Roughing and Alignment II	4
ATBR 1403 Roughing and Alignment I	4	ATBR 1409 Auto Body Welding II	4
ATBR 1405 Auto Body Welding I	4	ATBR 1410 Auto Body Painting Funda.	4
ATBR 1407 Auto Body Fundamentals	4	ATBR 1411 Automotive Glass	4
PHED Physical Education	1	MATH MATH 1314 or higher	3
	17		19

(Continued on next page)

AUTOMOTIVE BODY REPAIR (Cont.)

SECOND YEAR

First Semester			Credit	Second Semester			Credit
ATBR	2401	Panel Repair & Replacement	4	ATBR	2400	Major Vehicle Damage Repair	4
ATBR	2406	Frame Repair & Alignment	4	ATBR	2404	Advanced Auto Body Painting	4
AUTO	2405	Steering & Suspension System	4	ELCT		Computer Science/Micro-computer Technology	4
ENGL	1379	Communications Skills	3	ELCT		Humanities/Fine Arts	3
GOVT	2301	State & Federal Govt. I		SPCH	1321	Business & Professional Speaking	3
or							
GOVT	2302	State & Federal Govt. II	3				
			18				18
							TOTAL HOURS
							72

NOTE: Students may apply for a 15 or 30 hour Certificate of Completion upon satisfactory completion of all ATBR, AUTO, and INDU prefix courses. See previous section on How to Earn a Certificate.

AUTOMOTIVE SERVICE AND REPAIR

Two-Year Associate Degree in Applied Science

FIRST YEAR

First Semester			Credit	Second Semester			Credit
INDU	1400	Industrial Fundamentals	4	AUTO	1405	Automotive Air Conditioning	4
AUTO	1401	Basic Engines	4	AUTO	1407	Brake Systems	4
AUTO	1402	Basic Electrical and Test Equipment	4	AUTO	1408	Standard Transmissions and Transaxles	4
MATH		MATH 1314 or higher	3	ENGL	1379	Communications Skills	3
PHED		Physical Education	1	ELCT		Computer Science/Micro-computer Technology	3
			16				18

SECOND YEAR

First Semester			Credit	Second Semester			Credit
AUTO	2404	Ignition, Starting, & Charging	4	AUTO	2403	Automatic Transmissions and Transaxles	4
AUTO	2405	Steering & Suspension Systems	4	AUTO	2406	Engine Diagnosis and Emission	4
AUTO	2408	Advanced Engine Service	4	AUTO	2411	Automotive Advanced Tech.	4
AUTO	2410	Fuel Systems & Injection	4	ELCT		Humanities/Fine Arts	3
GOVT	2301	State & Federal Govt. I		SPCH	1321	Business & Professional Speaking	3
or							
GOVT	2302	State & Federal Govt. II	3				
			19				18
							TOTAL HOURS
							71

NOTE: Students may apply for a 15 or 30 hour Certificate of Completion upon satisfactory completion of the following courses: INDU 1400; AUTO 1402, 1405, 1407, 1408, 2404, 2406, and 2410; or all AUTO and INDU prefix courses. See previous section on How to Earn a Certificate.

CHILDHOOD DEVELOPMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
CHDV 1303 Learning Programs	3	CHDV* 1302 Infant and Toddler Care	3
CHDV* 1308 Creative Expression	3	CHDV* 1304 Developmental Language	3
CHDV 1310 Growth and Development of Children	3	CHDV 1305 Instructional Aids	3
ENGL 1379 Communications Skills	3	CHDV 1309 Child Guidance and Classroom Techniques	3
MISC 1420 or 1450	4	MATH** Mathematics Selection(s)	3
PHED Physical Education	1	PHED Physical Education	1
	17		16

SECOND YEAR

First Semester	Credit	Second Semester	Credit
CHDV 2301 The Exceptional Child	3	CHDV 2302 Parent-Child Relationship	3
CHDV 2303 Managing Child Care Centers	3	CHDV 2305 Methods of Teaching Math & Science in Early Childhood	3
CHDV 2304 Management Techniques for Directors	3	CHDV 2101 Child Development Seminar	1
SOCI 1301 Introduction to Sociology	3	ELCT*** Approved elective	3
ELCT*** Approved elective	3	ELCT Humanities/Fine Arts	3
	15	ELCT Elective	4
			17
		TOTAL HOURS	65

* Students may apply for a 15 or 30 hours Certificate of Completion upon satisfactory completion of all indicated courses. See previous section on How to Earn a Certificate.

** MATH 1314 or higher.

*** CHDV 1301, 1305, or 1307; BUSS 1301; FSMG 1302 or 1306; MGMT 1305; SOCI 2301; PHED 2306; or other courses approved by the appropriate College official.

COMMUNICATIONS ELECTRONICS TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
CMET* 1400 Electronics and Computer Skills	4	CMET* 1403 Computer Systems & Operational Programming	4
CMET* 1401 Digital Circuits	4	MATH 1314 College Algebra	3
ELTE* 1401 Electrical Circuits I	4	ELTE* 1402 Electrical Circuits II	4
CMET 1402 Computer Systems	4	ELTE* 1403 Solid State Electronics	4
	16	ENGL* 1379 Communications Skills	3
			18

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COMMUNICATIONS ELECTRONICS TECHNOLOGY (Cont)

SECOND YEAR

First Semester				Credit	Second Semester				Credit
CMET	1409	CRT Systems		4	ELTE	2407	Communications Circuit II		4
ELTE	1404	Communications Circuits I		4	ELTE	2412	Circuit and Systems		4
ELTE	2406	Integrated Devices		4	ELCT		Humanities/Fine Arts		3
ELCT		Social/Behavioral Science		3	CMET	2408	Digital Communications		4
ELCT**		Approved technical elective		4	ELCT***		Academic elective		3
				19					18
					TOTAL HOURS				71

* Students may apply for a 15 or 30 hour Certificate of Completion upon satisfactory completion of these courses. See previous section on How to Earn a Certificate.

** Selected course approved by the appropriate College official: CMET 2411, 2408; ELTE 2411, 2421, 2405, 2103, 2303, and 2409.

*** Elective from one of the following: Agriculture, Art, Business, Communications, Mathematics, Music, Science, Social Science

COMPUTER ELECTRONICS TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester			Credit	Second Semester			Credit
CMET*	1400	Electronics and Computer Skills	4	CMET*	1403	Computer Systems & Operational Programming	4
CMET*	1401	Digital Circuits	4	MATH	1314	College Algebra	3
ELTE*	1401	Electrical Circuits I	4	ELTE*	1402	Electrical Circuits II	4
CMET	1402	Computer Systems	4	ELTE*	1403	Solid State Electronics	4
				ENGL*	1379	Communications Skills	3
			16				18

SECOND YEAR

First Semester			Credit	Second Semester			Credit
CMET	1409	CRT Systems	4	CMET	2404	Computer System: Diagnosis	4
CMET	2402	Computer Circuit Analysis	4			& Maintenance	4
CMET	1405	LAN	4	ELTE	2412	Circuit and Systems	4
ELTE	2406	Integrated Devices	4	ELCT		Humanities/Fine Arts	3
ELCT		Social/Behavioral Science	3	ELCT**		Approved technical elective	4
			19	ELCT***		Academic elective	3
							18
TOTAL HOURS							71

* Students may apply for a 15 or 30 hour Certificate of Completion upon satisfactory completion of these courses. See previous section on How to Earn a Certificate.

** Selected course approved by the appropriate College official: CMET 1404, 2405, 2406, 2408; & ELTE 2103, 2303, and 2409.

*** Elective from one of the following: Agriculture, Art, Business, Communications, Engineering, Mathematics, Music, Science, Social Science

DRAFTING & DESIGN

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
DRDS 1406 Applied Discriptive Geometry	4	DRDS 1405 Technical Drafting	4
DRDS 1401 Pictorial Drafting	4	DRDS 1403 Machine Drawing	4
DRDS 1402 Technical Illustration	4	DRDS 1404 Structural Drafting	4
TMTH 1301 Technical Mathematics	3	ENGL 1379 Communications Skills	3
		ELCT Elective	3
	15		18

SECOND YEAR

First Semester	Credit	Second Semester	Credit
DRDS 2401 Pipe Drafting	4	DRDS 2403 Electronic Drafting	4
DRDS 2402 Architectural Drafting	4	DRDS 2405 Civil Design Drafting	4
DRDS 2410 Computer-Aided Drafting I	4	DRDS 2411 Computer-Aided Drafting II	4
ELCT Approved elective	3	ELCT Social/Behavioral Science	3
ELCT Humanities/Fine Arts	3		
	18		15
		TOTAL HOURS	66

EMERGENCY MEDICAL TECHNICIAN

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
EMET 1201 Emergency Medical Technician Supplemental	2	MGMT 1306 Human Relations	3
EMET 1502 Emergency Medical Technician-Ambulance	5	EMET† 1302 Military Medicine	3
ENGL 1301 Composition & Rhetoric I	3	ELCT Computer Science/Micro-computer Technology	3
MGMT 1305 Introduction to Management	3	PHED Physical Education	1
MATH* Mathematics Selection	3	ELCT Humanities/Fine Arts	3
PHED Physical Education	1	ELCT** Approved elective	3
	17		16

(Continued on next page)

EMERGENCY MEDICAL TECHNICIAN (Con't)

SECOND YEAR

First Semester	Credit	Second Semester	Credit
EMET 2101 Introduction to Paramedic	1	EMET 2302 Emergency Medical Center Management	3
EMET 2301 Disaster Planning	3	EMET 2303 Psychology of Emergencies	3
ACCT††2301 Principles of Accounting I	3	ENGL 2311 Technical Writing	3
MGMT 2302 Personnel Management	3	ACCT††2302 Principles of Accounting II	3
MGMT 2309 Supervision	3	ELCT Social/Behavioral Science	3
SPCH SPCH 1315 or 1321	3	ELCT** Approved elective	3
	16		18
		TOTAL HOURS	67

* MATH 1314 or 1324

** EMET Course; PSYC 2301; MGMT 2301; or BIOL 2401

† Non-military students may select an EMET course.

†† OADM 2304 and 2305 may be substituted

FIRE PROTECTION TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
FPRT 1301 Fundamentals of Fire Protection	3	FPRT 1302 Fire Prevention	3
FPRT 1303 Fire Protection Systems	3	FPRT 1305 Fire Administration II	3
FPRT 1304 Fire Administration I	3	FPRT 1308 Fire Service Chemistry II	3
FPRT 1307 Fire Service Chemistry I	3	MATH* Mathematics Selection	3
ENGL 1301 Composition & Rhetoric I	3	SPCH 1315 Public Speaking	3
PHED Physical Education	1	PHED Physical Education	1
	16		16

SECOND YEAR

First Semester	Credit	Second Semester	Credit
FPRT 2301 Industrial Fire Protection I	3	FPRT 2302 Industrial Fire Protection II	3
FPRT 2303 Hazardous Material I	3	FPRT 2306 Fire & Arson Investigation	3
FPRT 2305 Building Codes & Construction	3	FPRT 2404 Fire Fighting Tactics and Strategy	4
ELCT Humanities/Fine Arts	3	ELCT Computer Science/Micro-computer Technology	3
GOVT 2301 State & Federal Govt. I or		FPRT** elective	3
GOVT 2302 State & Federal Govt. II	3		
ENGL 2311 Technical Writing	3		
	18		16
		TOTAL HOURS	66

* Mathematics Selection: MATH 1314 or higher.

** FPRT 2304, 2308, 2309, 2310, 2314; CHEM 1411 or 1412 may be substituted for FPRT 1307 and 1308.

FOOD SERVICE MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
FSMG† 1302 Nutrition	3	FSMG† 1301 Supervising Kitchen Administration	3
FSMG† 1303 Sanitation and Safety	3	FSMG† 1305 Food Purchasing	3
FSMG† 1401 Food Preparation and Serving	4	FSMG† 1306 Menu Planning	3
ELCT* MGMT/FSMG	3	MATH 1342 Elementary Statistics	3
ENGL 1301 Composition & Rhetoric I	3	ELCT* ACCT/FSMG/HMMG/ MGMT/OADM Selection(s)	3-4
		SPCH 1315 Public Speaking	3
	16		18-19

SECOND YEAR

First Semester	Credit	Second Semester	Credit
FSMG† 2304 Hospitality Industry/ Sales Promotion	3	HMMG†2304 Financial Management	3
MGMT 1304 Work Organization	3	FSMG 2303 Cafeteria Management	3
HMMG†2301 Hospitality Industry Law	3	HMMG 2309 Hospitality Industry Computer Systems	3
MISC 1450 Microcomputers for Business	4	ELCT Humanities/Fine Arts	3
ELCT* MGMT/FSMG/ACCT/ HMMG/OADM	3-4	ELCT Social/Behavioral Science	3
	16-17		15

TOTAL HOURS 65-67

† Students may apply for a Certificate of Completion upon satisfactory completion of these courses.

* Elective Options: FSMG 1300, 1304, 1308, 2150, 2151, 2201, 2250, 2251, 2252, 2306, 2353, 2355, 2356, 2401, 2402, 2452, or 2453; ACCT 2301, 2302; HMMG 1300, 1302, 1303, 1305, 1308, or 2306; MGMT 1305, 1308, 2101, 2164, 2302, 2304, or 2309.

Students planning to complete a Baccalaureate Degree should take ENGL 1301 and SPCH 1315.

HOTEL/MOTEL MANAGEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
HMMG*1305 Energy Management	3	HMMG*1300 Food & Beverage Management	3
HMMG* HMMG 1302 or 1307	3	HMMG*1303 Front Office Procedures	3
FSMG 1401 Food Preparation & Serving	4	FSMG 1301 Supervising Kitchen Administration	3
ENGL*** English Selection	3	FSMG 1303 Sanitation and Safety	3
MATH 1342 Elementary Statistics	3	FSMG 1305 Food Purchasing	3
		ELCT** Hotel/Motel or Food Service Management elective	3
	16		18

(Continued on next page)

HOTEL/MOTEL MANAGEMENT (Con't)

SECOND YEAR

First Semester	Credit	Second Semester	Credit
FSMG 2304 Hospitality Industry Sales Promotion	3	HMMG*2301 Hospitality Industry Law	3
ELCT Humanities/Fine Arts	3	HMMG*2304 Financial Management	3
ELCT Computer Science/Micro computer Technology	4	HMMG 2309 Hospitality Industry Computer Systems	3
SPCH*** Speech Selection(s)	3	ELCT Social/Behavioral Science	3
ELCT** Sophomore HMMG or FSMG elective	3	ELCT** Sophomore Hotel/Motel Management elective	3
		ELCT** Sophomore Hotel/Motel Management elective	3
	16		18
		TOTAL HOURS	68

* Students may apply for a 15 or 30 hour Certificate of Completion upon satisfactory completion of these courses and a HMMG/FSMG elective. See previous section on How to Earn a Certificate.

** HMMG 1306, 1308, 2302, 2305, 2306, 2307, 2308; FSMG 1300, 1302, 1304, 1306, 1307, 1308, 2201, 2303, 2306, 2401, 2402; MGMT 1305 or 1308.

*** ENGL 1301 or 1379; SPCH 1315 or 1321.

NOTE 1: Students pursuing emphasis in the following areas must take the assigned electives as follows: Front Office Procedures, HMMG 1306; Marketing and Sales Promotion, HMMG 1306 and 2307; Food and Beverage Management, HMMG 2308; Housekeeping, HMMG 2302; Engineering and Facility Management, HMMG 2305 and 2302.

NOTE 2: Students planning to complete a baccalaureate degree should take ENGL 1301 and SPCH 1315.

NOTE 3: Students must pass the National Certification examination to receive credit for HMMG courses.

NOTE 4: All courses under this degree plan are certified by the American Hotel and Motel Association.

LAW ENFORCEMENT

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
LAW 1301 Intro to Criminal Justice	3	LAW 1201 Defensive Tactics	2
LAW 1304 The Courts and Criminal Procedures	3	LAW 1302 Criminal Investigation I	3
LAW 1307 Crime in America	3	LAW 1303 Legal Aspects of Law Enforcement	3
LAW 1308 Fundamentals of Criminal Law	3	LAW 1309 Police Systems & Practices	3
ENGL 1301 Composition & Rhetoric I	3	ENGL* English	3
PHED 1130 Physical Conditioning	1	ELCT Law Enforcement	3
	16		17

(Continued on next page)

LAW ENFORCEMENT (Con't)

SECOND YEAR

First Semester			Credit	Second Semester			Credit
LAWE	2101	Emergency Medical Aid	1	LAWE	2201	Firearms	2
LAWE	2304	Juvenile Procedures	3	PSYC	2301	Introduction to Psychology	3
GOVT	2301	State & Federal Govt. I		SPCH	1321	Business & Professional Speaking	3
or				ELCT		Humanities/Fine Arts	3
GOVT	2302	State & Federal Govt. II	3	ELCT		ComputerScience/Micro-computer Technology	3
SOCI	1301	Introduction to Sociology	3	ELCT		Law Enforcement	3
MATH		MATH 1314 or higher	3				
PHED		Physical Education	1				
ELCT		Law Enforcement elective	3				
			17				17
TOTAL HOURS							67

* ENGL 1302 or 2311

NOTE 1: Law Enforcement Selections: LAWE 1305, 1310, 1315, 2301, 2303, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, or 2315. Students majoring in corrections may substitute LAWE 1306 and 1314 for any two of the following courses: LAWE 1302, 1303, and 1309. EMET 1502 may be taken in place of a LAWE elective.

NOTE 2: Students planning to complete a baccalaureate degree in Criminal Justice/Law Enforcement should declare a major and develop a degree plan which will meet the transfer requirements of the college of their choice, as soon as it can be determined.

LEGAL ASSISTANT

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester			Credit	Second Semester			Credit
LEGA	1401	Introduction to Paralegalism	4	LEGA	1306	Criminal Law	3
LEGA	1302	Legal Office Ethics and Management	3	LEGA	1307	Civil Litigation	3
LEGA	1304	Principles of Family Law	3	MATH	1324	Finite Mathematics	3
ENGL	1301	Composition & Rhetoric I	3	MISC	1420	Introduction to Word Processing Systems	4
GOVT	2301	State & Federal Govt. I	3	ENGL	1302	Composition & Rhetoric II	3
PHED		Physical Education	1	PHED		Physical Education	1
			17				17

SECOND YEAR

First Semester			Credit	Second Semester			Credit
LEGA	2302	Contract Law	3	LEGA	2405	Wills, Trust & Probate	4
LEGA	2306	Techniques of Legal Research	3	LEGA*		Approved elective	3
LEGA*		Approved elective	3	LEGA*		Approved elective	3
ACCT	2301	Principles of Accounting I	3	SPCH		SPCH 1315 or 1321	3
GOVT	2302	State & Federal Govt. II	3	ELCT		Humanities/Fine Arts	3
			15				16
TOTAL HOURS							65

* LEGA 1305, 1308, 1309, 1403, 2301, 2303, 2402, 2404.

MILITARY SCIENCE

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester			Credit	Second Semester			Credit
MILS*	1101	Military Science I	1	MILS	1102	Fundamentals of Leadership	1
MILS	1301	U.S. Military Heritage, Mission, & Organization	3	MILS*	1201	Military Science II	2
MILS	1300	Military Organization & Staff Functions	3	MGMT	1205	Analysis of Training Requirements	2
MILS	1202	Briefing Techniques, Aids, & Devices	3	MATH	1342	Elementary Statistics	3
MGMT	1204	Setting Objectives & Goals	2	SPCH		SPCH 1315 or 1321	3
MILS	**	Elective	2	WOPO	1101	MS-DOS: An Introduction	1
ENGL	1301	Composition & Rhetoric I	3	MGMT	1305	Introduction to Management	3
PHED		Physical Education	1	PHED		Physical Education	1
			17				16

SECOND YEAR

First Semester			Credit	Second Semester			Credit
MGMT	2201	Job Performance & Motivation	2	MILS	2351	Advanced Leadership	3
MILS*	2201	Military Science III	2	MGMT	2101	Stress Management	1
MGMT	2103	Time Management	1	MILS	2206	Management & Learning Strategies	2
MGMT	2309	Supervision	3	MGMT	2310	Personnel Counseling	3
ENGL	2311	Technical Writing	3	GEOG**	1302	Cultural Geography	3
HIST	***	Elective	3	MILS		Elective	3
WOPO	1102	WordPerfect: An Introduction	1	WOPO	1104	Lotus 1-2-3: An Introduction	1
PHED		Physical Education	1	PHED		Physical Education	1
			16				17
							TOTAL HOURS
							66

* May substitute Air Force or Naval Science I, II, II

** foreign language or PHIL 2303

*** HIST 2371, 2372, or 2373.

OFFICE MANAGEMENT

Two-year Associate in Applied Science Degree

FIRST YEAR

First Semester			Credit	Second Semester			Credit
WOPO†	1303	Beginning Keyboarding/ Data Entry	3	WOPO†	1304	Intermediate Information Processing Applications	3
OADM	1309	Business Mathematics and Calculating Machines	3	WOPO	1307	Word Processing and Transcription	3
MGMT	1304	Work Organization	3	OADM	1305	Records Management	3
MGMT	1305	Introduction to Management	3	OADM	1308	Business Correspondence	3
ENGL	1301	Composition & Rhetoric I	3	ELCT**		OADM/WOPO/MGMT	3
WOPO	1101	MS-DOS: An Introduction	1	PHED		Physical Education	1
			16				16

(Continued on next page)

OFFICE MANAGEMENT (Con't)

SECOND YEAR

First Semester	Credit	Second Semester	Credit
OADM 2304 Office Accounting I	3	OADM 2305 Office Accounting II	3
MGMT 2305 Business Law I	3	OADM 2307 Automated Office Administration	3
SPCH 1321 Business & Professional Speaking	3	MGMT 2302 Personnel Management	3
ELCT Social/Behavioral Science	3	MGMT 2306 Business Law II	3
MATH* Mathematics Selection	3	ELCT Humanities/Fine Arts	3
PHED Physical Education	1	ELCT** OADM/WOPO/MGMT	3
	16		18
		TOTAL HOURS	66

† Levels of keyboarding will be determined by the student's previous training in these skills and/or by placement test.

* Mathematics Selection: MATH 1314, 1324, or 1342.

** Selections of electives approved by the appropriate College official.

TRANSPORTATION TECHNOLOGY

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
TRAN 1301 Introduction to Transportation	3	TRAN 1303 Economics of Transp. I	3
TRAN 1302 International Trade	3	TRAN 1304 Interstate Commerce & Practice	3
ENGL ENGL1301 or 1379	3	MGMT 1306 Human Relations	3
OADM 2304 Office Accounting I		OADM 2305 Office Accounting II	
or		or	
ACCT 2301 Principles of Accounting I	3	ACCT 2302 Principles of Accounting II	3
MATH MATH 1314 or 1342	3	ELCT SPCH 1315 or ENGL 2311	3
PHED Physical Education	1	PHED Physical Education	1
	16		16

SECOND YEAR

First Semester	Credit	Second Semester	Credit
TRAN 2301 Economics of Transp. II	3	TRAN 2302 Transportation Law and Regulation	3
TRAN 2303 Traffic Management I	3	TRAN 2304 Traffic Management II	3
TRAN 2311 Transportation Marketing	3	MGMT 2309 Supervision	3
MGMT 2302 Personnel Management	3	TRAN Transportation elective	3
TRAN Transportation elective	3	ELCT Social/Behavioral Science	3
ELCT Computer Science/Micro-computer Technology	3	ELCT Humanities/Fine Arts	3
	18		18
		TOTAL HOURS	68

WELDING

Two-Year Associate in Applied Science Degree

FIRST YEAR

First Semester	Credit	Second Semester	Credit
INDU 1400 Industrial Fundamentals	4	WELD 1403 Intermediate Arc Welding	4
WELD†1401 Beginning Gas Welding	4	WELD 1405 Advanced Gas Welding	4
WELD††1402 Beginning Arc Welding	4	WELD 1406 Blueprint for Welders	4
MATH* Mathematics Selection	3	ENGL 1379 Communications Skills	3
		PHED Physical Education	1
	15		16

SECOND YEAR

First Semester	Credit	Second Semester	Credit
WELD 2401 Advanced Arc Welding	4	WELD 2404 Pipe II	4
WELD 2402 Pipe I	4	WELD 2406 Welding Fabrication and Layout	4
WELD 2407 GTAW Welding (TIG)	4	WELD 2408 GMAW Welding (MIG)	4
GOVT 2301 State & Federal Govt. I or		ELCT Humanities/Fine Arts	3
GOVT 2302 State & Federal Govt. II	3	SPCH 1321 Business & Professional Speaking	3
ELCT Computer Science/Micro-computer Technology	3		
	18		18
		TOTAL HOURS	67

* Mathematics Selection: MATH 1314 or higher.

† WELD 1301 may be substituted.

†† WELD 1302 may be substituted.

NOTE: Students may apply for a Certificate of Completion upon satisfactory completion of all WELD and INDU prefix courses.

COURSE DESCRIPTIONS

ATBR 1403 Roughing & Alignment I (3-3) Credit: 4

This course is designed to provide the student with a fundamental working knowledge of the theory and application of damage analysis and reversal as it applies to minor body damage. Emphasis will be placed on damage classification and identification, proper tool selection and use for specific repairs, heat shrinking, metal finishing techniques, and the alignment of moveable body panels. Prerequisite or corequisites: INDU 1400, ATBR 1407, or ATBR 1405.

ATBR 1405 Auto Body Welding I (3-3) Credit: 4

This course is designed to provide the student with a working knowledge and practical skill development in the use of oxyacetylene welding equipment as it relates to auto body repair procedures. Emphasis will be placed on safety, equipment construction & function, types & preparation of joints, and welding procedures on body steel. Prerequisite or corequisite: INDU 1400.

ATBR 1407 Auto Body Fundamentals (3-3) Credit: 4

This course is designed to provide the student with basic skills in general body shop safety, hand & power tools use, measurement techniques, selection & use of repair materials, and nonmetal parts repair. Also covered in the course are details of both conventional and unitized body construction including parts nomenclature and methods of attachment. The student will also be introduced to general shop operation and to the methods of collision repair estimation. Prerequisite or corequisite: INDU 1400.

ATBR 1408 Roughing & Alignment II (3-3) Credit: 4

This is an advanced course designed to provide the student with further practical skill development in the correction of minor body damage and is an introduction to the repair of body structural damage. Emphasis will be placed on proper analysis and correction through the use of measurement techniques and hydraulic repair equipment. Prerequisites: ATBR 1403, 1405, 1407, and 1409.

ATBR 1409 Auto Body Welding II (3-3) Credit: 4

This course is designed to provide the student with a working knowledge & practical skill development in the use of GMAW (MIG), resistance spot welder, & shielded metal arc welder as they relate to auto body repair. Emphasis will be placed on safety, equipment construction & function joint preparation, and welding procedures on both mild & HSLA body steel. Prerequisite: ATBR 1405.

ATBR 1410 Auto Body Painting Fundamentals (3-3) Credit: 4

This course is designed to provide the student with a basic knowledge and skills required in the painting of body panels. Emphasis will be placed on the proper use and care of the spray gun; surface preparation for different repair materials, sanding, masking, cleaning, compounding, preparation of refinished material, and recognition and correction of paint problems. Prerequisite or corequisites: INDU 1400, ATBR 1407.

ATBR 1411 Automotive Glass (3-3) Credit: 4

This course is designed to provide the student with a knowledge of the types of glass and weather sealing devices and service, various types of power assist, and minor electrical repair. Prerequisite or corequisite: INDU 1400.

ATBR 2400 Major Vehicle Damage Repair (3-3) Credit: 4

This course is a continuation of ATBR 2401 and 2406 and places emphasis on developing the skills involved in major vehicle damage repairs utilizing the latest techniques and equipment including body sectioning and the use of recycled parts. Prerequisite: All first year courses, ATBR 2401 and 2406.

ATBR 2401 Panel Repair and Replacement (3-3) Credit: 4

This course places heavy emphasis on straightening and fitting panels and employs welding, dinging, bumping, and alignment procedures. The use of body fillers, contour finishing, and metal preparation are also included. Prerequisite: All first year courses.

ATBR 2404 Advanced Auto Body Painting (3-3) Credit: 4

This course is designed to increase the student's knowledge and skills in auto body refinishing. Emphasis will be placed on the techniques and materials used in the spot repair of both enamels and lacquers; the use of color coat/clear coat systems, tinting and blending of spot repairs, stripe and accent painting, and complete vehicle refinishing. Prerequisite: ATBR 1407 and 1410.

ATBR 2406 Frame Repair & Alignment (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of the types of body frames, misalignment, alignment straightening, repair, and the use of special equipment and measuring devices. Prerequisite: ATBR 1405, 1407, and 1408.

AUTO 1150 Auto Maintenance Procedures (Elec/Body) (0.3-1) Credit: 1

Designed to teach the student to perform maintenance and troubleshooting on the electrical systems and body maintenance.

AUTO 1151 Auto Maintenance Procedures (Brakes) (0.3-1) Credit: 1

Provides the student with the knowledge and skills to maintain and troubleshoot the brake system as detailed in the service manual.

AUTO 1253 Operational Maintenance Course (0.5-2) Credit: 2

Course is designed to teach vehicle operators to perform maintenance and operate the M809 series 5-ton and unit generators.

AUTO 1401 Basic Engines (3-3) Credit: 4

This course is designed to provide the student with a knowledge of the fundamentals of internal combustion engines, emission controls, and engine systems to include identification of components and basic operation. This course will place heavy emphasis on basic engine troubleshooting, repair, and testing to determine engine mechanical condition. Prerequisite or corequisite: INDU 1400.

AUTO 1402 Basic Electrical & Test Equipment (3-3) Credit: 4

This course will provide the student with a good understanding of basic electrical principles, electrical circuits, electrical diagrams, wiring repairs, lighting systems, and electrical troubleshooting through the use of hands-on training. Emphasis will be placed on usage and interpretation of common test equipment. Students will also be able to test and diagnose the lead acid storage battery. Prerequisite or corequisite: INDU 1400.

AUTO 1405 Automotive Air Conditioning (3-3) Credit: 4

A course designed to provide an understanding of the principles, design, construction, installation, & service procedures involved in automotive air conditioning, with emphasis on system recharging & compressor service. Prerequisite or corequisite: INDU 1402.

AUTO 1406 Engine Tune Up (2-4) Credit: 4

This course is designed to provide the beginning student with basic automotive skills involved in performing minor engine tune-ups. Emphasis will be placed upon the procedures to diagnose, adjust, and replace electrical, carburetor, and ignition system components. Prerequisite: AUTO 2404 and 2411.

AUTO 1407 Brake Systems (3-3) Credit: 4

A course designed to provide an understanding of the nomenclature, theory of operation, and service procedures involved in the brake system. The use of the brake drum lathe, bleeder, and other equipment necessary to effect brake repairs will be taught with emphasis on power brake and dual brake systems. Training will also include principles on anti-skid brake systems and heavy duty systems. Prerequisite or corequisite: INDU 1400.

AUTO 1408 Standard Transmissions & Transaxles (3-3) Credit: 4

A course designed to provide an understanding of function, construction, operation, and maintenance of manual shift transmission, transaxles, clutches, drive lines and differentials. Prerequisite or corequisite: INDU 1400.

AUTO 2402 Shop Organization & Management (3-3) Credit: 4

A course designed to provide information and actual experiences in shop management, customer relations, warranty provisions, service salesmanship, organization and layout, general business practices, and the use of time, rate, and parts manual. Special emphasis on established business principles and preparations for employment. Prerequisite: Sophomore standing.

AUTO 2403 Automatic Transmission & Transaxles (3-3) Credit: 4

A study of the theory of operation, construction, and maintenance of automatic transmissions and transaxles including locking torque converters and automatic overdrive. This course emphasizes the diagnosis, repair, and overhaul techniques used in rebuilding transmissions. Prerequisite: AUTO 1408.

AUTO 2404 Ignition, Starting & Charging (3-3) Credit: 4

Provides a review of the basic electrical system. Course content includes the ignition system theory and service for the conventional, transistor, and computer controlled systems. Starting motor and charging systems theory, testing, and service will also be included. Prerequisite: AUTO 2411.

AUTO 2405 Steering & Suspension Systems (3-3) Credit: 4

This course is designed to provide an understanding of the function, theory of operation, maintenance, diagnosis, and service procedures involved in the automotive steering and suspension systems. It includes wheels, tires, steering gears and linkages, wheel alignment factors, diagnosis, repair, and alignment procedures on live automobiles. The course will also include principles of heavy duty suspension systems. Prerequisite or corequisite: INDU 1400.

AUTO 2406 Engine Diagnosis & Emission (3-3) Credit: 4

A course designed to provide an understanding of engine troubleshooting procedures, utilizing conventional seat equipment, engine oscilloscopes, exhaust gas analyzers, and computer engine analyzers. Diagnostic adjustment and repair of engine emission control is included. Prerequisites: AUTO 2404, 2410, and 2411, or approval by the Department Manager.

AUTO 2408 Advanced Engine Service (3-3) Credit: 4

This course is a brief review of basic engines. Hands-on work will involve valve train and cylinder head service including valve grinding and guide repair. Included in this course will be the procedures necessary for the replacement of an engine shortblock assembly including necessary testing and adjustments. Prerequisite: AUTO 1401.

AUTO 2409 Automotive Internship (1-20) Credit: 4

This course consists of on-the job automotive training that utilizes the principles, knowledge, and skills gained in the classroom and laboratory. The student is employed at an approved work site under the supervision of a College instructor/coordinator.

AUTO 2410 Fuel Systems & Injection (3-3) Credit: 4

A course designed to provide an understanding of the principles, design, and operation of automotive fuel system. Carburetors, fuel pumps, fuel injection, and computer controlled units will be covered. Hands-on work will include troubleshooting, repair, and adjustment of these system as well as emission control devices. Prerequisite: AUTO 2411

AUTO 2411 Automotive Advanced Technology (3-3) Credit: 4

Course is designed to provide the student with the information and knowledge to perform service on the new and emerging technology in the automotive field. As new product technology is introduced by the manufacturers, this course will be updated to include these developments. Special emphasis will be placed upon computerized control developments & other vehicle design changes. Prerequisite: AUTO 1401 and 1402.

CHDV 1301 Introduction to Child Development (3-0) Credit: 3

This course covers the history, philosophy, and ethics of child care, types of child care, facilities, laws and standards that are applicable to child care centers. Emphasis is placed on the responsibilities and duties of the child care worker. Experiences are gained in how to provide for the child's health needs and how to make the child care center a safe place for children.

CHDV 1302 Infant and Toddler Care (2-2) Credit: 3

This course emphasizes the skills required to care for children from birth to three years of age. It shows how the relationship of the primary caregiver to the child influences the physical, emotional, social, and cognitive development of the child. It will also include a study of the infant during the neonatal period and birth, infant stimulation, and the years of the turbulent toddler.

CHDV 1303 Learning Programs (2-2) Credit: 3

This course provides the student with knowledge of methods of planning a curriculum and daily schedule for young children by providing opportunities for young children to actively participate in experimental and problem solving activities and by using material to provide the greatest scope of experiences and learning.

CHDV 1304 Developmental Language (2-2) Credit: 3

The objective of this course is to provide the knowledge and skills to develop the language ability of young children. Practical experiences are gained in teaching language activities in a child care center. Emphasis is placed on developing special materials and techniques for bilingual and multi-cultural children.

CHDV 1305 Instructional Aids (2-2) Credit: 3

This course is designed to instruct child care personnel and teachers' aids in the proper operation of various types of audiovisual equipment and the handling of associated materials. Students will also become familiar with resources for free materials and how to construct simple training aids such as bulletin boards, mobiles, picture mounting, and laminating.

CHDV 1306 Physical Development & Disorders in Children (2-2) Credit: 3

Covers normal motor development and techniques for screening young children for motor skills development; also covers methods and materials for assisting children with physical disabilities, and for promoting activities of daily living.

CHDV 1307 Techniques for Child Guidance for the Special Child (2-2) Credit: 3

Normal development of emotional responses in children; understanding emotional behavior disorders in children; techniques for screening children for emotional difficulties; methods and materials for assisting children with emotional disabilities.

CHDV 1308 Creative Expression (2-2) Credit: 3

Creative activities, both structured and unstructured, in arts, crafts, music, dance, literature, storytelling, dramatic play and recreational play, are covered in this course. Practical experiences are gained by working with the young in a child care center.

CHDV 1309 Child Guidance & Classroom Techniques (2-2) Credit: 3

This course provides a survey of current practices, techniques, and innovations in child guidance (discipline), and classroom management as they apply to early childhood behavior. Direct and indirect methods of managing the individual child or group of children in a classroom setting includes behavior modification and other strategies of intervention and prevention.

CHDV 1310 Growth & Development of Children (3-0) Credit: 3

The study of the relationship of the physical, emotional, social, and mental factors of growth and development from birth to adolescence.

CHDV 2101 Child Development Seminar (1-0) Credit: 1

A course that deals with trends and advancements in the field of child development. When used in the Child Development Associate Program, this course will provide instruction on preparing a portfolio and preparing for assessment.

CHDV 2301 The Exceptional Child (2-2) Credit: 3

This course is designed to provide a basic knowledge of the child with behavioral problems. The special problems of mental retardation and conditions such as autism are included. Practical experiences at a child care center will cover etiology, diagnosis, characteristics, and the daily and long-term management of the exceptional child. Prerequisite: CHDV 1310 or approval of an appropriate college official.

CHDV 2302 Parent-Child Relationships (3-0) Credit: 3

This course is a study in parent-child experiences and responsibilities and how they affect child behavior and development. Emphasis placed on experiences to stimulate a positive identification for family and self-concept, through thinking and reasoning skills, and a positive attitude toward behavior management at each age and stage of development. Included is a study of the abused and neglected child.

CHDV 2303 Managing Child Care Centers (2-2) Credit: 3

This course covers the practical aspects of managing a day care center. The main emphasis is on developing a management system of a child development center that would include budgeting, record keeping, planning for effective facility and equipment management, development of admission policies and procedures, assuring the health and safety of children in care, managing a center's food service and nutrition program, staffing for quality child care, understanding the legal aspects of child care, planning for staff development and evaluation, and encouraging parent-staff relationships. Prerequisite: CHDV 1310 or approval of an appropriate college official.

CHDV 2304 Management Techniques for Directors (2-2) Credit: 3

This course covers the theoretical aspects of managing an early childhood program. The main emphasis is placed on formulating and implementing goals and objectives, problem solving, delegation and decentralization, leadership styles, time management, supervising change, increasing staff morale and motivation, preventing burnout, personnel counseling handling conflict, and theories and functions which are essential to running a child care center. Prerequisite: CHDV 2303 or approval of an appropriate college official.

CHDV 2305 Methods of Teaching Math & Science in Early Childhood (2-2) Credit: 3

Emphasis is placed on strategies, activities, materials for teaching mathematical and science concepts, and skills for early childhood. This course includes identifying, classifying, sequencing, ordering, and predicting cause/effect relationship skills for preschool children. Science activities as presented will stimulate the child's cognitive growth. Methods are presented that will assist three to five year olds to discover information about their natural and man-made world. Prerequisite: CHDV 1303 or approval of an appropriate college official.

CHDV 2401 Learning Theories Seminar & Internship (1-15) Credit: 4

This course includes on-the-job experiences with opportunities for direct involvement in an approved program activity for the child development major. In addition to the practicum, seminar time is spent with community resource persons. Prerequisite: Sophomore standing in the Child Development program.

CHDV 2402 Special Projects (1-15) Credit: 4

This course is designed to allow the advanced child development student the opportunity to undertake a project that involves working with preschool age children. The area of specialization would be selected and performed under the supervision of the instructor. Prerequisite: Sophomore standing in the Child Development program.

CMET 1400 Electronics & Computer Skills (2-4) Credit: 4

A study of modern electronic construction techniques including the use of hand tools and fabrication equipment. The course includes high reliability soldering, the production of printed circuit boards, cable and harness making, wire wrapping techniques, and other related skills.

CMET 1401 Digital Circuits (3-3) Credit: 4

A study of the basic gates and gating networks used in digital circuits and an intensive study of Boolean Algebra, as well as the theory and operation of flip-flops, registers, and counter circuits. The course also covers numbering systems, arithmetical circuitry, and elements of control circuits.

CMET 1403 Computer Sys & Oper Programming (3-3) Credit: 4

The study of the theory of operation of several computer systems including instructions, an introduction to their logic diagrams, and circuit schematic, programming as a troubleshooting tool, and operational characteristics.

CMET 1405 Local Area Networks (3-3) Credit: 4

This course covers system design, configuration, operation, management, and troubleshooting of local and wide area networks.

CMET 1409 CRT Systems (3-3) Credit: 4

A study of the vertical and horizontal scanning circuits video amplifiers and other related circuits encountered in the most common video display systems. The course includes theory of circuit operation and practical laboratory exercises in troubleshooting. Prerequisite: ELTE 1403 or ELTE 1405.

CMET 2401 Microprocessors & Microcomputers (3-3) Credit: 4

A study of modern day microcomputer techniques including eight and sixteen bit machines. Both the 5-100 and 6800 bus structure will be studied as well as the use of emulation in the design and repair of a microcomputer system. Prerequisite: CMET 1401.

CMET 2402 Computer Circuit Analysis (3-3) Credit: 4

A comprehensive study of the clock & pulse generation circuit, waveshaping circuits, trigger & control circuits, & synchronization and counting circuits, as well as other circuits used in modern day computers. Prerequisite: CMET 1401 and 1403.

CMET 2403 Interfacing Techniques (3-3) Credit: 4

The study of selected machine interfacing techniques, to include CRT, printer & other electronic apparatus. Prerequisites: ELTE 1403, ELTE 2406 and approval of an appropriate college official.

CMET 2404 Computer System Diagnosis & Maint (3-3) Credit: 4

The operation, preventive maintenance procedures, and troubleshooting of modern day computer equipment. Studies advanced diagnostic programming including the finding, documenting, and repairing of computer malfunctions. The course gives the student the much needed practical experience that can only be gained in a live computer atmosphere. Prerequisite: 2402 or equivalent.

CMET 2407 Data Communications (3-3) Credit: 4

An introductory course dealing with all aspects of modern data communication including networking, interfacing (to include RS232-C, MIL standard 188-C 100/114, RS-449, RS-442, RS-423), data transmission (synchronous, asynchronous), modems and modulation techniques, data codes (EBCDIC, ASCII, BAUDOT) protocols, and multiplexer. Prerequisites: CMET 1401 and ELTE 1402. Prerequisite or Corequisite: ELTE 1403.

CMET 2408 Digital Communications (3-3) Credit: 4

This course is designed to allow the student to become proficient in all aspects of digital communications. It will begin with a concentrated investigation of digital modulation and digital transmission. The most common modulation schemes used in modern systems - FSK, PSK, and Quadrature Amplitude Modulation (Eight and Sixteen), will be covered in depth. Also included is a study of the numerous data communications concepts, including transmission methods, circuits, topologies, error control mechanisms, and data formats. Included is a study of digital transmissions techniques, including PCM, MPA sampling encoding and commanding. Time-division multiplexing, adaptive delta modulation PCM, and differential PCM are covered. The North American Digital Hierarchy for digital transmissions is outlined, including line encoding schemes, error detection/correction methods, and synchronization techniques. Prerequisite: CMET 1401 & ELTE 1403.

CMET 2411 Theory of Interface Devices (3-3) Credit: 4

A study of the microprocessor and its interface with external memory, enhancements, and devices that allow the processor to be a complete computer system. The course will also include the operation of these peripheral devices. Prerequisite: CMET 1403 and ELTE 1403.

COES 2301 TV Shop Practices (1-6) Credit: 3

An in-depth study of basic procedures used in the modern TV shop, includes record keeping, stocking and ordering procedures, shop management, and advanced techniques of TV repair. Prerequisite: CMET 1409 or equivalent.

COES 2408 CATV & Audio Distribution Systems (3-3) Credit: 4

A two-part course consisting of a study of commercial P.A. or sound reinforcement systems, and a study of large scale T.V. cable systems and small scale antenna distribution systems. This course includes some on-the-job training with commercial companies. Prerequisite: ELTE 1403.

COES 2409 Advanced Television Servicing (2-4) Credit: 4

The operation and servicing of the more complicated television receiver circuits are covered in this course. Special attention is given to the use of techniques and equipment for the most economical solutions to difficult problems. Includes an introduction to transistorized and color television.

Prerequisite: CMET 1409.

DIEM 1401 Diesel Engine Fundamentals (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of the fundamentals of diesel engines. The development, uses, advantages and disadvantages, design, components, operating principles (2-stroke and 4-stroke cycles), diesel fuels, and the combustion process and exhaust emissions will be covered. Emphasis will be placed on operating principles and component function. The student will perform pre-operational services, start and stop a diesel engine, and identify engine components and systems. Prerequisite or corequisite: INDU 1400.

DIEM 1404 Standard Power Trains (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of standard power trains. Theory of gears, torque, operating principles, troubleshooting and service of clutches, standard transmissions and transfer cases, drive lines, differential carriers and axles will be covered. Emphasis will be placed on operating principles, components, and service. The student will disassemble, clean, inspect, and reassemble clutches and transmissions. Prerequisite or corequisite: INDU 1400.

DIEM 1405 Diesel Engine Auxiliary Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine air induction and exhaust systems, cooling systems and lubrication systems. Systems designs, operating principles, components, test equipment, and service will be covered. Emphasis will be placed on turbochargers, blowers, troubleshooting, component removal and replacement, test equipment, and systems testing. The student will troubleshoot, test, remove, and repair, and replace components of auxiliary systems. Prerequisites or corequisites: INDU 1400 and DIEM 1401.

DIEM 1406 Diesel Starting and Charging Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine starting and charging systems. Principles of electricity, system design, operating principles, components, test equipment, and services will be covered. Emphasis will be placed on basic electricity, troubleshooting, component removal and replacement, and systems testing. The student will troubleshoot, test, remove, repair, and replace components of starting and charging systems. Prerequisites or corequisites: INDU 1400, DIEM 1401, and DIEM 1405.

DIEM 2400 Hydraulic Systems Fundamentals & Service(3-3) Credit: 4

This course is designed to provide students with a working knowledge of hydraulics. Hydraulic principles, pumps, valves, circuits, fluids, cylinders, and troubleshooting will be covered. Emphasis will be placed on hydraulic principles, basic control systems, and troubleshooting. Students will disassemble, clean, inspect, and reassemble hydraulic pumps, valves, and cylinders. Students will use hydraulic trainers to perform numerous practical exercises on hydraulic principles, control systems, and troubleshooting. Prerequisite or corequisite: INDU 1400.

DIEM 2403 Diesel Engine Overhaul (3-3) Credit: 4

This course is designed to provide students with a working knowledge of diesel engine overhaul procedures. Engine disassembly, cleaning component inspection and measurements, special tools, reassembly, basic tune-up, and run-in will be covered. Emphasis will be placed on component inspection and measurement and basic tune-up and run-in. Students will overhaul diesel engines. Prerequisites: all Diesel courses or approval by an appropriate college official.

DIEM 2404 Automatic Power Trains (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of automatic power trains. Operating principles, troubleshooting and service of torque converters, transmissions, retarders, and hydrostatic drives will be covered. Emphasis will be placed on torque converter and transmission service. The student will disassemble, clean, inspect, test, and reassemble an automatic transmission. Prerequisite: DIEM 2400 and DIEM 1404, or AUTO 1408.

DIEM 2405 Advanced Diesel Engine Service (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine service procedures. Troubleshooting and diagnostic, test equipment, fuel injection pump and service, tune-up, governors, fuel pump and injector timing, and valve adjustment will be covered. Emphasis will be placed on tune-up, governor and rack adjustment, valve timing and fuel pump service and calibration. The student will perform a tune-up on various diesel engines, remove and install fuel injection pumps and injectors, adjust governors, and disassemble, clean, inspect, reassemble and calibrate fuel injection pumps.

DIEM 2406 Diesel Fuel Injection Systems (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine fuel systems. System designs, operating principles, troubleshooting, and test equipment will be covered. Emphasis will be placed on test equipment, injector, and nozzle service. The student will remove, test, disassemble, clean, repair, reassemble, and install fuel injectors and nozzles. Prerequisite: DIEM 1400.

DIEM 2407 Diesel Engine Cylinder Head Service (3-3) Credit: 4

This course is designed to provide the student with a working knowledge of diesel engine cylinder head service. Design, components testing, measurements, test equipment, and service equipment will be covered. Emphasis will be placed on valve, seat, and guide service, and injector tube replacement. Students will remove, clean, service, and reinstall a cylinder head. Prerequisite: DIEM 1401, 1405, and 2406.

DIEM 2409 Diesel Internship (1-20) Credit: 4

This course consists of on-the-job diesel mechanics training that utilizes the principles, knowledge, and skills gained in the classroom and laboratory. The student is employed at an approved work site under the supervision of a College instructor/coordinator.

- DRDS 1302 Blueprint Reading** (2-2) **Credit: 3**
The fundamentals of blueprint reading and sketching as they apply to machine drawing.
- DRDS 1303 Architectural Blueprint Reading** (2-2) **Credit: 3**
The fundamentals of blueprint reading for the construction trades. This course includes familiarization with standard terms, sizes, estimations, and commercial practices.
- DRDS 1400 Fundamentals of Drafting** (2-4) **Credit: 4**
An overview of drafting including shape and size description lettering, geometric construction, multi-view projection dimensioning, pictorial drawings, copy reproduction, and the use of equipment essential to the field of drafting.
- DRDS 1401 Pictorial Drafting** (3-3) **Credit: 4**
A course mainly concerned with pictorials. Includes the theory of obliques and isometric drawings. Also covered are one and two point perspectives and shade and shadow applications. Prerequisite: ENGR 1304 (ENGR 1301), DRDS 1405, or concurrent enrollment.
- DRDS 1402 Technical Illustration** (3-3) **Credit: 4**
Introduction to pictorial drawings as used in industrial catalogs, assembly sheets, newspaper publications, and promotional literature. Work to be done in various media to include pencil, ink, transfer tapes, and air brush. Prerequisite: ENGR 1304 (ENGR 1301), DRDS 1401, DRDS 1405, or concurrent enrollment.
- DRDS 1403 Machine Drawing** (2-4) **Credit: 4**
This course covers drawing and manufacturing processes; training in producing various kinds of advanced drawings; commercial practices, and economics; the use of standard parts, sizes, symbols, and abbreviations. Prerequisites: ENGR 1304 (ENGR 1301) or DRDS 1405, ENGR 1305 (ENGR 1302) or DRDS 1406, DRDS 1401 or concurrent enrollment.
- DRDS 1404 Structural Drafting** (2-4) **Credit: 4**
A study of the AISC specifications and standards; structural theory and data, designing and detailing structural members and connections. Design and development of details and specifications for light industrial structures to include structural steel, pipe, and reinforced concrete rods. Prerequisite: DRDS 1405 or ENGR 1304 (ENGR 1301), DRDS 1406 or ENGR 1305 (ENGR 1302) or concurrent enrollment.
- DRDS 1405 Technical Drafting** (2-4) **Credit: 4**
Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawings, geometry or graphical construction.
- DRDS 1406 Applied Descriptive Geometry** (2-4) **Credit: 4**
Involves point, line and plane relationships, auxiliary views, intersections, and flat pattern development. Emphasis is on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304 (ENGR 1301) or DRDS 1405.
- DRDS 2350 Applied Statics I** (3-0) **Credit: 3**
A study of the principles of mechanics or rigid bodies in equilibrium with emphasis in the areas of friction, centroids, center of gravity, and moments of inertia.
- DRDS 2351 Applied Statics II** (3-0) **Credit: 3**
A continuation of Applied Statics I. This course covers the application of knowledge and skills relative to the stability of structures and safe loads that can be carried by girders. Activities include computation of the center of gravity of an object when given the appropriate information, a discussion of the variety of material used and their strength, and brief practices on designed equilibrium tools and mechanisms.

- DRDS 2401 Pipe Drafting (2-4) Credit: 4**
Design and detailing of pipe systems make use of standard practices and symbols; includes single line, double line, plan profile and isometric drawings of pipe systems. Prerequisite: Sophomore standing in the Drafting degree program.
- DRDS 2402 Architectural Drafting (2-4) Credit: 4**
A study of the preparation of architectural plans, elevations, sections, site plans, various building details, room finish, door, window schedules, and structural drawings. Prerequisite: Sophomore standing in the Drafting degree program.
- DRDS 2403 Electronic Drafting (2-4) Credit: 4**
A study of layout and preparation of finished electronic and electrical drawings stressing modern representation used for pictorial drawing, wiring and correction diagrams, printed circuits, control circuits, and schematic diagrams. Some review of lettering and mechanical drawing principles. Prerequisite: Sophomore standing in the Drafting degree program.
- DRDS 2404 Principles of Design (3-3) Credit: 4**
Theory and practice of design as related to engineering and technology. Analysis in the areas of architecture, machine design, structural design, and product development. Prerequisite: Second semester sophomore standing in the Drafting degree program.
- DRDS 2405 Civil Design Drafting (3-3) Credit: 4**
Drafting problems and techniques in civil engineering projects including key maps, drainage, plans and profiles, typical roadway cross sections, earthwork, land development, and surveying. Prerequisite: Second semester sophomore standing in the Drafting degree program.
- DRDS 2406 Industrial Practice (2-4) Credit: 4**
This course is designed to give specialized practice to the student in his major field of interest. The student will complete actual jobs for area industries to gain realistic experience in his chosen career. Prerequisite: Second semester sophomore standing in the Drafting degree program.
- DRDS 2410 Computer-Aided Drafting I (2-4) Credit: 4**
A course designed to introduce the computer to the student of drafting as another means of preparing detailed drawings. Emphasis is placed on equipment familiarization, graphics/terminal functions, and the application of computer graphics to the development of drawings to the standards set by industry. Prerequisites: Sophomore standing in Drafting degree program and approval of the Department Manager.
- DRDS 2411 Computer-Aided Drafting II (2-4) Credit: 4**
This course is a continuation of DRDS 2410. Emphasis will be placed on the use of the CADAM system as a design and problem-solving instrument. The student will select problems from the drafting field of his choice. Prerequisite: DRDS 2410 and approval of the Department Manager.
- ELTE 1303 Assembly Methods (1-5) Credit: 3**
A study of modern assembly methods and practices used in industry including the design, layout, and construction of electronic apparatus.
- ELTE 1400 Basic Electricity (3-3) Credit: 4**
A study of basic electrical circuits involving both resistive and reactive circuits and their solution through the use of Ohm's Law, Kirchoff's Law, Thevenin's Norton's and the Superposition theorems, as well as the power formula.

ELTE 1401 Electrical Circuits I (3-3) Credit: 4

The first of a two course study of electrical circuitry. This course includes a study of the elementary principles of electricity. It includes coverage of DC topics such as elementary physics, Ohm's Law, series and parallel resistive networks, and a power formula; and AC topics such as power generation, inductive and capacitive, waveform types, and voltage measurements. It also includes the study and use of analog and digital multimeters, power supplies, and an introduction to the oscilloscope and AC generator.

ELTE 1402 Electrical Circuits II (3-3) Credit: 4

This is the second course in the study of electrical circuitry. This course includes alternating current topics such as single and polyphase systems, impedance calculation, resonant circuits, transformers, and an in-depth study of the use of the triggered-sweep oscilloscope. Prerequisite: ELTE 1401.

ELTE 1403 Solid State Electronics (3-3) Credit: 4

A study of the active electronic devices (i.e., diodes, transistors, etc.) and their more common circuit applications. This course covers circuit design methods of simple power supplies, amplifiers, relaxation oscillators, and switching circuits. This is a technical course requiring a working knowledge of simple algebra. Prerequisite: ELTE 1402.

ELTE 1404 Communications Circuits I (3-3) Credit: 4

A study of those basic circuits used throughout industry today. Prerequisite or corequisite: ELTE 1403.

ELTE 2103 Individualized Research (1-0) Credit: 1

This course allows the student to prepare the backup and research that is necessary in order for the student to complete ELTE 2303. Approval of an appropriate college official.

ELTE 2301 Broadcast Equipment Maintenance (1-6) Credit: 3

Covers the operation, preventive maintenance procedures, and troubleshooting of modern day radio and television broadcast equipment. The course gives the student the much needed practical experience that can only be gained in a live station atmosphere. Prerequisites: ELTE 1404 and 2407, and the approval of an appropriate college official.

ELTE 2303 Special Intensive Study (0-9) Credit: 3

An intensive study in the design, theory of operation, and construction techniques used in a project which holds special interest to the student and is in the field of his/her major. A student obtaining a second or third degree must repeat the course with emphasis and a project related to the discipline in which the degree is to be awarded. The student must be eligible for graduation at the end of the semester in which this course is taken. Prerequisites: ELTE 2103 and the approval of an appropriate college official.

ELTE 2402 Advanced Test Equipment (3-3) Credit: 4

Includes the use of and normal user calibration techniques for all phases of Electronic Test Equipment from the very simple to the most advanced. Prerequisite: ELTE 1403.

ELTE 2405 Satellite Systems (3-3) Credit: 4

This course provides the student with the knowledge of operation and theory of satellite receiving systems. The detailed theory covers such areas as transmission up linking, down linking, overall systems block diagram antennas and motor controllers, single and double conversion systems, receivers theory, operation of general troubleshooting procedures, L.N.A., and down converters. There is also emphasis on antenna installation and alignment procedures. Students will be responsible for setting up a complete system from antenna alignment to receiver hook up to a television set. Prerequisite: ELTE 1403 and 1404.

ELTE 2406 Integrated Devices (3-3) Credit: 4

An advanced study of the many types of IC's in use today. The course will include digital, linear, and LED type devices. Course will also include application and application design. Prerequisite: ELTE 1403 and CMET 1401.

ELTE 2407 Communications Circuits II (3-3) Credit: 4

A study of communications circuits necessary for the successful acquisition of the FCC first class license. Prerequisite: ELTE 1403 and 1404.

ELTE 2408 Industrial Electronic Control Circuits (3-3) Credit: 4

A study of special purpose electronic control circuits and systems as applied by industry today. This course will include theory and operation, maintenance, diagnostic troubleshooting, and repair of these special purpose circuits. Prerequisite: ELTE 1403.

ELTE 2409 Electronic Systems Troubleshooting (3-3) Credit: 4

This course includes theoretical and practical laboratory assignments in the study of techniques used in signal tracing and logical circuit diagnosis of different types of analog electronic systems. Prerequisite: CMET 1409.

ELTE 2410 Radio Systems (3-3) Credit: 4

An in-depth study of the circuitry, both discrete and integrated, used in today's AM and FM tuner amps, including both two and four channel multiplexing. Prerequisite: ELTE 1403.

ELTE 2412 Circuits & Systems-Troubleshooting & Repair (3-3) Credit: 4

This course is an in-depth study of current troubleshooting and maintenance techniques for linear (analog) and digital electronics equipment including transducers, switching components, motors and generators (servo systems), control circuits, and special power supplies. Prerequisite: CMET 1409.

EMET 1101 Basic Life Support & Emergency Care (1.5-0) Credit: 1

Basic instruction in emergency first aid including CPR training. Students completing the course receive CPR/BLS certification.

EMET 1102 Cardio Pulmonary Resuscitation (1-0) Credit: 1

Recognition & management of acute cardio-respiratory emergencies & upper airway obstruction using basic life support techniques from either the American Heart Association or the American Red Cross.

EMET 1103 EMT Cardiac Patho-Physiology & ECG Interpretation (1-0) Credit: 1

The anatomy and physiology of the cardiovascular and respiratory systems. Includes pathophysiology of heart disease, ECG theory, and interpretation of dysrhythmias. Prerequisite: EMET 1502 or other medical training. Other acceptable medical training is that received through military medical basic training programs or civilian medical programs which go beyond first aid.

EMET 1104 Intro to Basic Science for the Paramedic (1-0) Credit: 1

Prepares the student to take the basic science portion of EMET 2404. Reviews human gross anatomy and physiology of various human systems, human cellular anatomy and function, human homeostasis, physiology of the heart, lungs, and blood vessels, acid-base balance, and blood as a tissue.

EMET 1105 EMT Pre-hospital Care of Poisoning (1-0) Credit: 1

Pre-hospital treatment for victims of alcohol and drug overdose, poisonous bites of reptiles, snakes, spiders, and bees. Antidotes, absorbents, anaphylactic shock, tissue response, epidemiology, indications, and contraindications for emetics.

EMET 1106 EMT Pre-hospital Care of Trauma (1-0) Credit: 1
Pre-hospital assessment and management of trauma. Includes patho-physiology of soft tissue injuries; fractures; intrathoracic, abdominal, and head injuries; and the healing mechanisms of tissue systems. Prerequisite: EMET 1502 or other medical training.

EMET 1107 Shock: Concepts & Treatment (1-0) Credit: 1
(Mast & IV Infusion)

Pathologic & clinical levels of the shock syndrome. Theory & applications of shock management, intravenous transfusions & infusions & Military Anti-Shock Trousers. Includes indications and contraindications. Prerequisite: EMET 1502 or other medical training.

EMET 1108 Laboratory Techniques and IV Therapy (1-0) Credit: 1
Uses of and indications for IV Therapy. Types of solution and equipment needed; techniques for starting IV's and for venipuncture. Prerequisite: EMET 1502 or other medical training.

EMET 1109 Basic Auto Extrication (1-0) Credit: 1
Emphasizes spinal immobilization, lifting, and moving techniques of the motor vehicle accident patients. Discusses the pathophysiology of spinal and head injuries, facial trauma, and airway management. Prerequisite: EMET 1502 or other medical training.

EMET 1110 Emergency Airway Management (1-0) Credit: 1
Anatomy of upper and lower respiratory airways, cervical spine, and spinal cord control. Indications and use of adjunct airways, esophageal obturator airway, esophageal gastric-tube airway, endotracheal intubation techniques, and oxygen delivery devices. Prerequisite: EMET 1502 or other medical training.

EMET 1111 EMT Med & Environmental Emergencies (1-0) Credit: 1
The pathophysiology, diagnosis, and pre-hospital management of common environmental and medical emergencies: burns, diabetic emergencies, cerebrovascular accidents, drowning, heart attack, hypothermia, heat stroke, smoke inhalation, abdominal, and thoracic emergencies. Prerequisite: EMET 1502 or other medical training.

EMET 1112 EMT Obstetrical & Pediatric Emerg (1-0) Credit: 1
Studies stages of fetal development, labor, and delivery for normal and abnormal pregnancies; also, management of emergency delivery and postpartum stages. Basic life support techniques for the pediatric patient, including other medical emergencies.

EMET 1113 EMT Patient Psychology (1-0) Credit: 1
Prepares prospective EMT to deal with patients' emotions as they affect the EMT's ability to treat physical injuries.

EMET 1114 EMT Triage (1-0) Credit: 1
Covers methods of prioritizing and handling multiple trauma victims. Emphasis on primary and secondary patients surveys, civilian and military emergency medical triage. Also covers CPR, shock management, hemorrhage control, and use of life support equipment. Prerequisite: EMET 1502 or other medical training.

EMET 1115 AIDS & Infectious Diseases for Emergency Responder (1-0) Credit: 1

The study of infectious diseases with emphasis on pathophysiology transmission modes (routes) and preventive measures used in the control of those diseases most likely to be encountered by and which represents a serious health threat to EMS personnel, namely infectious hepatitis, AIDS (Acquired Immune Deficiency Syndrome), meningitis, tuberculosis, herpetic whitlow. Prerequisite: EMET 1502 or other rescue training.

EMET 1116 Crisis Intervention and Management (1.5-0) Credit: 1

Focus on general techniques for management of individuals in crisis including intervention models, general intervention techniques, and interventions for selected specific responses.

EMET 1117 Crisis Intervention: Drug/Alcohol Overdoses (1-0) Credit: 1

Techniques of management and emergency treatment of individuals who have overdosed on drugs or alcohol.

EMET 1118 Crisis Intervention: Victims of Violence (1-0) Credit: 1

Techniques of management and emergency treatment of individuals who are victims of violence.

EMET 1119 Crisis Intervention: Rape (1-0) Credit: 1

Techniques of management and emergency treatment of rape victims.

EMET 1120 Crisis Intervention: Spouse Abuse (1-0) Credit: 1

Techniques of management and emergency treatment of victims of spouse abuse.

EMET 1121 Crisis Intervention: Child Abuse (1-0) Credit: 1

Techniques of management and emergency treatment of victims of child abuse.

EMET 1122 Crisis Intervention: Eating & Food-Related Emergencies (1-0) Credit: 1

Techniques of management and emergency treatment of individuals requiring assistance related to eating and/or food.

EMET 1123 Crisis Intervention: Military Field Training Injuries/Disorders (1-0) Credit: 1

A military specific course covering techniques of management and emergency treatment of common injuries/disorders occurring during military field training exercises.

EMET 1124 Sports Injuries (1-0) Credit: 1

Consideration of acute injury and illness caused by recreational physical exercise.

EMET 1125 Crisis Intervention: Abuse, Rape & Suicide (1-0) Credit: 1

The psychological aspects of child and spouse abuse, rape, and suicide. Includes epidemiology, pre-hospital care, and crisis intervention techniques.

EMET 1200 Emergency Medical Technician - Basic Refresher Course (2-1) Credit: 2

Reviews the knowledge and skills necessary for recognition and proper treatment of patients requiring emergency care. This course conforms to the department of transportation guidelines for EMT refresher training. This course is required by the National Registry every two years to maintain certification at the EMT-Basic level. Prerequisite: Current or recently lapsed (less than 2 years) EMT-Basic Certification.

EMET 1201 Emergency Med Tech Supplemental (1-1) Credit: 2

This course supplements the instruction and course content and types of didactic and practical experiences in EMET 1502. This course, in conjunction with EMET 1502, will meet and/or exceed the emergency medical service requirements for all states.

EMET 1202 Combat Life Saver Course (1-2) Credit: 2

Trains combat soldiers to supplement military medics in a variety of lifesaving tasks and related medical care.

EMET 1302 Military Medicine**(2-2) Credit: 3**

This course increases the military medic's ability to provide pre-hospital care in an isolated environment and prepares the medic in military-specific subjects such as specialty extraction and evacuation; battlefield triage; nuclear, biological and chemical casualty management; preventive medicine; field hygiene and sanitation; as well as specific medical support procedures such as radio telephone. Portions of this course may be used to satisfy the National Registry requirements for continuing education. Prerequisite: EMET 1502 or equivalent of MOS 91A, 91B, 91C (Army), HM-0000, HM-8404 (Navy), 902 series (Air Force).

EMET 1303 First Responder**(2-1) Credit: 3**

This course prepares the first responder, or medically untrained, to be proficient in not only providing basic life support to victims of emergencies, but also in taking any action necessary to minimize the patient's discomfort and prevent further injury. This course has been designed to meet the specifications of the Department of Transportation's First Responder Training Course.

EMET 1304 Drug and Alcohol Abuse**(3-0) Credit: 3**

This course discusses the physiological and psychological effects of drug and alcohol abuse on the individual, the family, and on society. Students learn the symptoms of drug and alcohol abuse and how to recognize them in individuals. The course discusses the problems causing abuse and how to understand and help the user. The course also includes discussion of the organizations available for treatment of the user, their effectiveness and an evaluation of alternate treatment programs.

EMET 1305 Emergency Medical Seminar**(3-0) Credit: 3**

This course is designed to keep the Emergency Medical Technician abreast of new developments, trends, current major issues, legal professional concerns, and other important factors that have an impact upon the emergency medical field. This course may be repeated for credit.

EMET 1502 Emergency Medical Tech - Ambulance**(3-4) Credit: 5**

This course exposes the student to the didactic and practical experiences outlined in the 1986 Department of Transportation's NHTSA curriculum. All of the skills and knowledge elements necessary to deal with the broad spectrum of illness or injury in the pre-hospital phase of care are included.

EMET 2101 Introduction to Paramedic**(1-0) Credit: 1**

This course provides an overview of the paramedic's role in both civilian and military environments, the paramedic's function, legal responsibilities, and career opportunities. Prerequisite: EMET 1502 or 1200.

EMET 2301 Disaster Planning**(3-0) Credit: 3**

This course is designed to help administrators prepare for emergency operation plans and to train existing personnel to cope with a disaster if it should strike. The course provides valuable information on how to plan and prepare efficient responses to earthquakes, floods, fires, nuclear attacks, and other emergency situations. It includes elements of disaster preparation, organization of emergency operations plans, training of personnel, the emergency operations center, and coordination with other organizations.

EMET 2302 Emergency Medical Center Management**(3-0) Credit: 3**

This course provides the student with an understanding of management theories and functions as they relate to the operations of an emergency medical center. Prerequisite: MGMT 1305.

EMET 2303 Psychology of Emergencies**(3-0) Credit: 3**

This course covers communicating with families involved in emergencies and the EMT's role in counseling. It also considers personality structures, defense mechanisms, and the developmental stages of man.

EMET 2304 Introduction to Paramedic Medicine (3-0) Credit: 3

This course provides students with knowledge of the roles and responsibilities of paramedics. Students study pharmacology, fluid and electrolyte balance, anatomy, physiology, respiratory and cardiovascular systems, and fluid therapy. Patient assessment, recognition, and treatment of respiratory and cardiac problems are covered.

ENGR 1101 Introduction to Engineering (1-0) Credit: 1

This course is an introduction to all engineering fields and the opportunities within the scope of professional work.

ENGR 1304 Engineering Graphics (2-4) Credit: 3

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts, and graphs, projection drawing, geometry of graphical construction. Required for beginning engineering students.

ENGR 1305 Descriptive Geometry (2-4) Credits: 3

Involves points, line and plane relationships, auxiliary views, intersections, and flat pattern development. Emphasis is placed on practical solutions to realistic engineering problems relating to aerospace, mining, and geology. Prerequisite: ENGR 1304.

FPRT 1301 Fundamentals of Fire Protection (3-0) Credit: 3

History and philosophy of fire protection: review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems; and review of expanding future fire protection problems.

FPRT 1302 Fire Prevention (3-0) Credit: 3

The objectives and views of inspection, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization, public cooperation and image, recognition of fire hazards, insurance problems and legal aspects, development and implementation of systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

FPRT 1303 Fire Protection Systems (3-0) Credit: 3

Study of the required standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, automatic signaling and detection systems, rating organizations and underwriting agencies.

FPRT 1304 Fire Administration I (3-0) Credit: 3

An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire service leadership as viewed from the company officer's position.

FPRT 1305 Fire Administration II (3-0) Credit: 3

Studies insurance rates and rating, preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurement of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; and design and construction of fire department buildings.

- FPRT 1307 Fire Service Chemistry I (3-0) Credit: 3**
An introductory study to inorganic and organic chemistry, with emphasis on the metric systems, the periodic chart, water, oxygen, hydrogen, carbon, hydrocarbons, carbohydrates, and polymers.
- FPRT 1308 Fire Service Chemistry II (3-0) Credit: 3**
A continuation of FPRT 1307. Prerequisite: FPRT 1307.
- FPRT 2301 Industrial Fire Protection I (3-0) Credit: 3**
Specific concerns and safeguards related to business and industrial organization. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situation and prevention methods. Gaining cooperation between the public and private fire department organization. Study of elementary industrial fire hazards in manufacturing plants. Prerequisite: FPRT 1301.
- FPRT 2302 Industrial Fire Protection II (3-0) Credit: 3**
Studies development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends; deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; and an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations. Prerequisite: FPRT 2301.
- FPRT 2303 Hazardous Material I (3-0) Credit: 3**
Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, and handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire lighting and control. Prerequisite: FPRT 2301.
- FPRT 2304 Legal Aspects of Fire Protection (3-0) Credit: 3**
A study of legal rights and duties, liability concerns, and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and federal judicial structures, and the city's liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments and municipalities.
- FPRT 2305 Building Codes and Construction (3-0) Credit: 3**
Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; reviews of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Codes.
- FPRT 2306 Fire and Arson Investigation (3-0) Credit: 3**
A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussions of law, legal decisions, and legal opinions; kinds of arsonists; interrogation procedures; cooperation and coordination between fire fighters and arson investigators; and other related topics. Prerequisite: FPRT 2305.
- FPRT 2308 Hazardous Materials II (3-0) Credit: 3**
Studies hazardous materials involved in storage; handling laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials and operational procedures. Prerequisite: FPRT 2303.

FPRT 2309 Fire Safety Education (3-0) Credit: 3

A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examinations and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks.

FPRT 2310 Marine Fire Protection (3-0) Credit: 3

This course covers the specific fire protection concerns of the maritime industry. It provides an in-depth study of the causes of fires, fire prevention, special fire fighting techniques, special equipment and fire safety as they relate to watercraft.

FPRT 2314 Fire Service Hydraulics (3-0) Credit: 3

This course covers the fundamental concepts needed to solve a broad range of fire protection hydraulic problems. It includes the measurements of water from flowing orifices; the characteristics of water flow through conduits; the pressure, volume, and frictional characteristics of mobile and stationary fire pumps; the trajectory and patterns of fire streams; and the relationship between fixed and mobile fire suppression equipment.

FPRT 2404 Fire Fighting Tactics and Strategy (4-0) Credit: 4

Studies the essential elements in analyzing the nature of fire and determining its requirements; also covers efficient and effective utilization of manpower, equipment, and apparatus. Emphasis on pre-planning, study of conflagration problems, fire ground organization, problem solving related to fire ground decision making, and attack tactics and strategy. Use of Manual Aid and large scale command problems. Prerequisite: Completion of, or registration in, all other required fire courses.

FSMG 1300 Quantity Food Production (3-0) Credit: 3

An introductory course in culinary skills. Covers basic institutional food preparation. Emphasizes the use of equipment and tools common to an institutional food service kitchen. Stresses the human relations challenges inherent to large food service programs.

FSMG 1301 Supervising Kitchen Administration (3-0) Credit: 3

A study of the supervisory procedures necessary to control food, beverage operations, including supervision of the preparation crew, with emphasis on weights and measure, portion control, converting standard recipes and production formulas. Secondary emphasis is placed on daily food production reports, taxes, reports to all levels of government, and the metric system.

FSMG 1302 Nutrition (3-0) Credit: 3

A study of dietary needs; the role of proteins, fats, carbohydrates, minerals, and vitamins; factors to be considered in proper selection and preparation of foods for maximum nutritional value. Students must pass the national certification examination to receive credit for this course.

FSMG 1303 Sanitation and Safety (3-0) Credit: 3

This course includes a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination; food storage and refrigeration; sanitation of dishes, equipment, and kitchens; cleansing materials, garbage and refuse disposal; safety precautions and accident prevention. Upon completion of this course, the student will have sufficient knowledge to pass the Educational Institute of National Restaurant Association (NRA) sanitation examinations. Students must pass the national certification examination to receive credit for this course.

FSMG 1304 Work Organization (3-0) Credit: 3

This course is designed to provide a general introduction and orientation to principles of job analysis, performance evaluation, job evaluation and salary administration, and how these affect the work situation. Work measurement and work standard techniques are studied, as well as flow processes and work distribution methods, quantity and quality control planning, and the current impact of governmental guidelines upon such procedures.

FSMG 1305 Food Purchasing**(3-0) Credit: 3**

Covers applied theory of food and beverage purchasing; factors affecting selections, standards, quality, and prices; techniques of receiving, storing, and issuing supplies, foods, and materials; applied theory of cost control, pricing, and portions.

FSMG 1306 Menu Planning**(3-0) Credit: 3**

Basic factors of planning menus, variety and nutrition in menu planning, techniques of preparing attractive menus, maintaining budgetary control, and types of menus for various public and private institutions. Students must pass the national certification examination to receive credit for this course.

FSMG 1307 Meat Science**(3-0) Credit: 3**

An introductory course in raising, slaughtering, and packing meats, fish, and poultry, accompanied by an intensive study of wholesale and retail cuts of beef, veal, pork, and lamb. Emphasis is placed on the studying grades of bone structure, muscle configuration, and appropriate cooking methods of hotel and restaurant meat cuts. Students must pass the national certification examination to receive credit for this course.

FSMG 1308 Restaurant Merchandising**(2-3) Credit: 3**

Sales promotion, interior decor, types and uniformity of service, food and beverage display, menu and room styling.

FSMG 1309 Short Order Food Preparation**(1-6) Credit: 3**

Short order food preparation is an introductory course that includes instruction on the basic equipment, tools, and preparation techniques necessary to qualify a student to operate a short order food station sufficiently efficient to handle large numbers of customers in a short time.

FSMG 1401 Food Preparation and Serving**(3-0) Credits: 4**

This course is an introduction to techniques of food preparation. It includes the evaluation of the preparation of vegetables, pastries, oven dishes, soups, salads, meats, fish, and poultry. Techniques include the evaluation of experimental cookery, food marketing, food preservation, serving, and table service. The laboratory portion will be accomplished through visits of local food service facilities, conducted and coordinated by the instructor.

FSMG 1402 Basic Baking and Pastry Production**(2-6) Credit: 4**

This is an introductory course in baking and pastry production in a commercial food service establishment or in a bakery. Students learn how to properly use the tools and equipment used in baking and how to make breads, yeast-raised dough products, fired bakery products (donuts and crullers), variety pies, layer cakes and cupcakes, puff pastries, variety cookies, and how to decorate cakes and pastries.

FSMG 2150 Food Purchasing & Financial Mgmt**(1.3-1.3) Credit: 1**

Preparing financial statements, food pricing, quality and quantity, purchasing, and controlling food costs.

FSMG 2151 Nutrition and Menu Planning**(1.5-1.5) Credit: 1**

Nutrition and menu planning in the food service industry.

FSMG 2201 Food Service Terminology**(2-0) Credit: 2**

This course is an introduction to the terminology utilized in the food service industry.

FSMG 2250 Advanced Culinary Skills**(1-3) Credit: 2**

This course is designed to give fine points of culinary skills and theory. Preparation of classical food menus and the arts of serving foods.

FSMG 2251 Culinary Skills**(2-2) Credit: 2**

This course introduces the student to the methods, techniques, and terminology needed to effectively manage a quality food kitchen.

FSMG 2252 Nutrition and Physical Fitness (2.5-0) Credit: 2

The relationship between proper nutrition and physical fitness. Lectures deal with calorie consumption, apathy, self-discipline, performance, and other character deficiencies as they relate to obesity and physical fitness.

FSMG 2303 Cafeteria Management (3-0) Credit: 3

This course points out the specific differences between and industrial cafeteria and conventional restaurant and explains how to cope with the unusual problems of industrial and institutional feeding. Students must pass the national certification examination to receive credit for this course. Prerequisite: FSMG 1301 or MATH 1342 (MATH 1308).

FSMG 2304 Hospitality Industry Sales Promotion (3-0) Credit: 3

A course designed to develop an understanding of what must be done in order to bring the wheels of production and consumption in the United States together. The business activities that direct the flow of goods and services from the producer to the ultimate consumer are analyzed. Coordination of personal selling, advertising, produce design, market research, and customer relations/services are the individual ingredients of sales promotion, and each is examined in detail. Advertising is studied as the force that creates prospects, converts these prospects into customers, and keeps customers returning and buying. Students must pass the national certification examination to receive credit for this course.

FSMG 2306 Layout and Design (3-0) Credit: 3

Fundamentals of equipment layout for optimum production and operational efficiency. This course will include procedures to design and decorate remodeling projects.

FSMG 2353 Creative Cooking (2-3) Credit: 3

Creative cooking is the art of combining creativity and design with superior food preparation and serving. The art of "Garde Manger" is taught.

FSMG 2355 Kitchen Management and Food Servicing (2.5-2.5) Credit: 3

This course introduces the student to the methods, techniques, and terminology needed to effectively manage a quality food kitchen.

FSMG 2356 Gourmet Cooking (2-3) Credit: 3

Gourmet Cooking introduces the student to the art of cooking as practiced by professional master chefs.

FSMG 2401 Classical Food Preparation (3-3) Credit: 4

This course emphasizes the fine points of culinary skills and theory. Concentrates on the preparation of menus. Responsibilities of the Chef and Sous-Chef.

FSMG 2402 Exhibition Work (3-3) Credit: 4

Taught in conjunction with Classical Food Preparation. This course is designed to assist the student in professional employment. The essence of exhibition, buffets, centerpieces, and the role of the Executive Chef will be emphasized. This course will include an exhibition planned and prepared by the student.

FSMG 2452 The Chef's Course (2.5-2.5) Credit: 4

This course is designed to develop a combination of good management practices, food preparation expertise, and artistic creativity in laboratory exercises in food preparation. Students will be required to prepare and serve a buffet meal.

FSMG 2453 Dining Facility Management (2.5-4) Credit: 4

This course is designed to provide Food Service personnel the technical knowledge and skills to manage and operate a unit or consolidated dining facility under garrison or field conditions.

HIST 2350, 2351 Military History I and II (3-0) Credit: 3, 3
These courses are designed to give the non-commissioned officer a concept of the development of the U.S. Army from pre-revolutionary days to the present, the effect of society on the structures and development of the Army, and the history of the development of tactics and strategies based on modern technology.

HIST 2352 U.S. Naval Heritage (3-0) Credit: 3
This course will enhance the student's appreciation and understanding of the American naval heritage. It will cover the events, individuals, technological advances, and schools of thought which have affected American naval development.

HMMG 1300 Food and Beverage Management (3-0) Credit: 3
This is an introductory course in food and beverage operation, with an introduction to purchasing, receiving, storage, preparation, and service.

HMMG 1302 Hotel/Motel Organization & Admin. (3-0) Credit: 3
This course includes management and organization of hotel industry, communications, accounting, personnel relations and administration, management of guests, and includes planning for today and tomorrow.

HMMG 1303 Front Office Procedures (3-0) Credit: 3
This course includes hotel organization and services, front office salesmanship, cashiering, front office posting, accounting for guest charges, procedures, and forms for accounting controls.

HMMG 1305 Energy Management (3-0) Credit: 3
This course includes techniques that will save money through effective energy conservation methods. Energy management functions to be studied include energy problems facing the hospitality industry, and action plans for energy management, implementing an energy management program, and energy management consisting of retrofit and design.

HMMG 1306 Convention Management and Service (3-0) Credit: 3
This course defines the scope of various segments of the conventional market, explains what is required to meet individual needs, and, most importantly, explores methods and techniques that lead to better service.

HMMG 1307 Tourism and the Hospitality Industry (3-0) Credit: 3
Presents a comprehensive systems review of tourism, stressing the interrelationships and interdependencies of the various component elements. It explains from a marketing point of view, through practical real-life examples and applications, how tourism works and how it can be utilized by various businesses.

HMMG 1308 Hotel/Motel Security Management (3-0) Credit: 3
This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security equipment and procedures, discusses guest protection and internal security for asset protection, and outlines OSHA regulations that apply to lodging properties.

HMMG 2301 Hospitality Industry Law (3-0) Credit: 3
A study of the nature and scope of business law with emphasis on the hospitality industry. Licensing, civil rights, owner responsibility for safety and property loss of guests, rights of the owner, and history of contemporary hospitality law will be discussed.

HMMG 2302 Supervisory Housekeeping (3-0) Credit: 3
This course includes organization of a housekeeping department of hotel, job schedules, job breakdown, floor care, stain removal, fire inspection, purchasing records, equipment records, linen inventory and care, carpeting and care, and basic interior design.

HMMG2304 Financial Management (3-0) Credit: 3

Methods and application of financial management within combined food service facilities. Primary emphasis upon sales accountability and internal controls utilized within bar, dining room, and hotel operational area. Secondary emphasis on budgeting and forecasting with applications of effective labor/sales ratios. Prerequisite: FSMG 1302 or MATH 1342 (MATH 1308). (Students must pass the National Certification examination to receive credit for this course.)

HMMG2305 Hotel/Motel Maintenance (3-0) Credit: 3

This course includes a study of the organization, terms and concepts common to building maintenance. Maintenance functions to be studied include heating, plumbing, electrical, refrigeration and air conditioning, communications and signal systems, kitchen equipment, fire prevention and protection, and elevator systems.

HMMG2306 Recreational Services (3-0) Credit: 3

This course includes the study of the needs of guest recreation and entertainment, space available for these activities, cost of operation and maintenance, layout and design, and direct and indirect benefits.

HMMG2307 Marketing of Hospitality Services (3-0) Credit: 3

This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for Hotel/Motel properties.

HMMG2308 Food and Beverage Controls (3-0) Credit: 3

Covers the principles and procedures involved in an effective system of food, beverage, labor, and sales income control. Emphasizes the development and use of standards, and the calculation of actual costs.

HMMG2309 Hospitality Industry Computer Systems (3-0) Credit: 3

This course provides an overview of information needs of lodging properties and food service establishments. The course addresses essential aspects of computer systems such as hardware and generic applications, focuses on computer-based property management systems for both front office and back office functions, and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions.

INDU 1400 Industrial Fundamentals (3-3) Credit: 4

Required introductory course for students in all of the Industrial Technology curriculums. The course includes common hand and power tools, precision measuring devices, electrical test equipment, thread repair, special tools, soldering, bearings and seals, use of publications, basic shop math, and industrial trades safety. This course is a prerequisite or corequisite for all Industrial Technology curriculums.

LAW 1201 Defensive Tactics (1-2) Credit: 2

This course is designed to provide the student with defensive and protective philosophies to better protect the public and criminal justice personnel against illegal force. Techniques of self-defense, safe arrest procedures, citizen contact, and proper prisoner transportation techniques, along with humane methods of handling disturbed persons, will be presented. The legal and humane use of limited force will be stressed at all times.

LAW 1301 Introduction to Criminal Justice (3-0) Credit: 3

Studies the history, development, and philosophy of law enforcement and criminal justice in a democratic society; also is an introduction and career orientation to the multifaceted agencies involved in the administration of criminal justice.

LAW 1302 Criminal Investigation I (3-0) Credit: 3

Studies investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.

LAWE 1303 Legal Aspects of Law Enforcement (3-0) Credit: 3

Studies police authority, responsibilities, constitutional constraints, law of arrest, search and seizure, police liability, examples of case law that currently affect police decisions will be reviewed.

LAWE 1304 The Courts and Criminal Procedures (3-0) Credit: 3

Studies the judiciary in the criminal justice system, structure of American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, and types and rules of evidence and sentencing.

LAWE 1305 Traffic Law (3-0) Credit: 3

This course is designed to cover all laws pertaining to the control and enforcement of traffic. The student is taught the use of spot maps and charts, the techniques of enforcement, and the maintenance of good public relations. An analysis of the Model Motor Vehicle Code is given.

LAWE 1306 Correctional Systems and Practices (3-0) Credit: 3

Studies corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternate to institutionalization, treatment and rehabilitation, and current and future issues.

LAWE 1307 Crime in America (3-0) Credit: 3

Covers American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.

LAWE 1308 Fundamentals of Criminal Law (3-0) Credit: 3

A study of the nature of criminal law, philosophical and historical development, major definition and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility.

LAWE 1309 Police Systems and Practices (3-0) Credit: 3

Analyzes the police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues facing police agencies.

LAWE 1310 Criminal Investigation II (3-0) Credit: 3

Studies modern methods and skills required for criminal investigation including discovery methods, development and lifting latent fingerprints, criminal scene sketches, the use of plaster and silicone rubber for reproducing evidence at the crime scene, and use of modern investigation aids, and techniques of interviews and interrogations. Prerequisite: LAW 1302.

LAWE 1314 Community Resources in Corrections (3-0) Credit: 3

An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment.

LAWE 1315 Street Survival (3-0) Credit: 3

This course stresses the preparation, planning, and appropriate reactions to hazardous situations for on-duty police officers. Students will gain awareness of the conditions which lead to personal injury and death. Instruction will be given to improve the student's tactical procedures and safeguards while performing police work.

LAWE 2101 Emergency Medical Aid (1-1) Credit: 1

This course will focus on the first aid fundamentals that will be helpful to patrol officers in the event of a first aid emergency situation. Procedures recommended by the American Red Cross will be used as guidelines for this course.

- LAWE 2201 Firearms** (1-2) **Credit: 2**
 This course is designed to introduce the student to the skills and techniques of firearms used in the protection of the public and criminal justice personnel. Students will fire various weapons under precision and police combat conditions. The importance of safe weapons handling and the danger of not adopting a mature attitude towards firearms will be stressed at all times. The intelligent, legal, and moral use of the police firearms will be emphasized at all stages of teaching and firing.
- LAWE 2301 Probation and Parole** (3-0) **Credit: 3**
 This course will provide the student with some understanding of the evolution of criminal corrections and explore with the student the many avenues into which the corrections field branches. Develops in each student a basic understanding of the various methods of corrections so that they may function efficiently in the field.
- LAWE 2303 Criminal Justice Seminar** (3-0) **Credit: 3**
 A problems course dealing with current criminal justice trends, issues, and literature. Prerequisite: Approval of the Department Manager. This course may be repeated for credit in courses dealing with different problems and issues.
- LAWE 2304 Juvenile Procedures** (3-0) **Credit: 3**
 The organization, functions, and jurisdiction of juvenile agencies, the processing and detention of juveniles, case disposition, juvenile statutes, and court procedures.
- LAWE 2306 Traffic Planning and Administration** (3-0) **Credit: 3**
 This course consists of the application of traffic problems from the administrative point of view, including traffic engineering, education, and enforcement at the supervisory level.
- LAWE 2307 Penology (Jail Operation & Management)** (3-0) **Credit: 3**
 This course is a survey of the basic concepts of penal and correctional rationale as employed by criminal justice administrators; also an in-depth overview of the operation and management principles of the institutional setting.
- LAWE 2308 Patrol Administration** (3-0) **Credit: 3**
 This course discusses of the administration of surveys, special problems arising while the officer is on patrol, improvement in patrol methods, observation of persons and things, preventive techniques, methods of handling complaints, and the development of contacts.
- LAWE 2309 Provost Marshal Operations** (3-0) **Credit: 3**
 The principles of organization and administration as applied to the operational system of a military Provost Marshal's office as well as that of the Inspector General's. Practical training in the conduct of briefings, management, and attendant qualities of leadership, and some cases of dissident conditions which might impair role and mission of the dissident command.
- LAWE 2310 Correctional Control & Administration** (3-0) **Credit: 3**
 This course prepares students for performing supervisory functions related to control of prisoners and contraband, segregation and accountability of prisoners, procedures required at correctional facility, emergency measures, prisoner privileges, and the records and reports of the detention center.
- LAWE 2311 Anti-Terrorism** (3-0) **Credit: 3**
 This course explores the origins, philosophies, and current trends in worldwide terrorism and hostage taking incidents. Role playing exercises allow students to utilize all the course material in "hands-on" hostage negotiation situations.
- LAWE 2312 Homicide Investigation** (3-0) **Credit: 3**
 This course emphasizes the investigative process and teamwork required in analyzing the homicide crime scene. It addresses the roles of the various forensic disciplines in relation to the investigator as well as the functions of the crime laboratory. Additionally, students will learn how to analyze wounds and injuries in drawing conclusions about the cause of death.

LAWE 2313 Illegal and Controlled Substances (3-0) Credit: 3

This course presents an in-depth approach to the medical and legal aspects on the topic of illegal and controlled substances. Students will learn how to identify dangerous drugs by their distinct characteristics and explain their effects on the human body. Most importantly, students will learn the theories and principles of drug law enforcement which will prepare them to bring a drug case successfully to prosecution.

LAWE 2314 Organized Crime (3-0) Credit: 3

This course provides the student with information on the growth and development of organized crime and its effect on the majority of crimes committed in the U.S. today. Students will also learn about the different facets of organized crime and will analyze how the federal and state authorities are fighting it.

LAWE 2315 Interviewing & Interrogation Techniques (3-0) Credit: 3

This course provides students with an understanding of the communication process and the techniques for improving listening skills. This knowledge has direct application to the police officer who must conduct interviews and interrogations on the job.

LAWE 2318 Computer Theft (3-0) Credit: 3

This course discusses the types of computer crime, methods that are used, different categories of perpetrators, laws involved, methods of prevention, and the future outlook. Prerequisites: COSC 1300 or higher, or MISC 1451 or higher.

LAWE 2350 First Responder (3-0) Credit: 3

This course covers health knowledge with regard to individual and group welfare. It is concerned with the principles and practices of first aid for the sick and injured for the non-medically trained individual. Emphasis is on the preventive aspects as well as care following injury or illness.

LEGA 1303 Legal Office Ethics and Management (3-0) Credit: 3

This course will provide the ethical considerations applicable to the legal assistant and cover office organization, specialized bookkeeping and accounting for attorneys' fees, billing procedures, scheduling and calendaring, legal research, personnel management, proofreading, management of investigations, file preparation, legal drafting, management and organization procedures for specialized areas of law, special considerations with respect to an attorney's trust accounts, preparation of law office forms, check lists and files, and disbursement on behalf of clients. (Formerly LEGA 1402)

LEGA 1304 Principles of Family Law (3-0) Credit: 3

The legal aspects of divorce and annulment separation, defense, custody, habeas corpus, support, alimony, tax consulting, out-of-state divorces and validity and jurisdiction service will be discussed. Students will receive a review analysis of separation and custody agreements, as well as the other documents involved in divorce proceedings.

LEGA 1305 Law of Real Property & Real Estate Transactions (3-0) Credit: 3

Study of the law of real property and in-depth survey of the more common types of real estate transactions and conveyances, such as deeds of trust, etc.; drafting problems involving projects related to the subject matter; study of the system for recording and search of public documents.

LEGA 1306 Criminal Law (3-0) Credit: 3

A study of the Texas Penal Code including definitions of various kinds of defenses and trial procedures; the United States Constitution as it pertains to criminal law; practice in drafting subpoenas, writs, briefs, and other trial papers.

LEGA 1307 Civil Litigation

(3-0) Credit: 3

This course is an overview of civil litigation in both state and federal court with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, request for admissions, depositions and document production) pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions, preparation of summaries, chronologies and indices, and maintenance of a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., products liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law.

LEGA 1308 Consumer Protection and Bankruptcy

(3-0) Credit: 3

A study of consumer law for the paralegal, business person, and consumer, of legislation and legal rights surrounding the purchase of consumer goods and services bought primarily for personal, family, or household purposes, to include the Consumer Credit Protection Act, the Uniform Consumer Credit Code, and the Fair Debt Collection practices Act, as well as a survey of federal and state Deceptive Trade Practices Act and automobile "lemon laws." Students will also learn the appropriate federal, state, and local administrative bodies to contact in case of consumer problems and some of the procedures involved. This course will also be an in-depth study of both debtor and creditor rights in debt relief and bankruptcy. No prerequisite required.

LEGA 1401 Introduction to Paralegalism

(4-0) Credit: 4

This course provides a general introduction to the law with emphasis on the role of the legal assistant. To give a Legal Assistant student the necessary legal background, topics to be covered include the American system of law (constitutional law, statutory law, criminal law and tort law); court systems; and court procedures. General concepts of law are introduced for students with no specific prior legal knowledge. This serves as the introductory course for the program of Legal Assistant. (Formerly LEGA 1402)

LEGA 2301 Tort and Personal Injury

(3-0) Credit: 3

A study of the fundamental principles of evidence and of the law of torts and insurance, including special research assignments related to the subject matter; consideration of the techniques of investigation involved in the lawyer's handling of tort and insurance claims and workmen's compensation; a study of the various forms of pleadings involved in commencing such claims in court actions. This course will also cover how to use cameras, tape recorders, video equipment and other investigative equipment, documenting cases and gathering evidence. Prerequisite: LEGA 2306.

LEGA 2302 Contract Law

(3-0) Credit: 3

A study of the law of personal property, contracts, including those special forms related to the law of sales and credit transactions, special drafting problems of various instruments and legal research projects; and a survey of the Uniform Commercial Code and its effect on the course subject matter. Prerequisite: LEGA 1302.

LEGA 2303 Business Organizations

(3-0) Credit: 3

A study of the formation and operation of corporations, partnerships, limited partnerships, business trusts and other business vehicles, including a survey of the fundamental principles of law applicable to each; special research projects related to the subject matter. Prerequisite: LEGA 1302.

LEGA 2306 Techniques of Legal Research

(3-3) Credit: 3

This course focuses on the importance of legal research as part of a legal assistant's responsibilities. It explores principles of legal research, kinds of law books, components of a law book, citations, reading and finding constitutional law, regulations, cases, law and statutory law. Students will learn how to use the various legal research tools such as indexes, digests, Shepard's, and treatises. Other sources of research, the federal and state codes and reports and administrative regulations will also be covered.

LEGA 2402 Income Taxation and Legal Accounting (3-3) Credit: 4

A study of federal, state and local income taxation of individuals and taxpaying entities such as estates, trusts and corporations. Emphasis is placed on the preparation of basic tax returns and other tax-related documents. The course also includes a general introduction to accounting as it relates to legal problems. Prerequisites: LEGA 1302 and ACCT 2403 or 2404.

LEGA 2404 Legal Assistance Internship (1-20) Credit: 4

This course consists of on-the-job training in the legal field. It utilizes the principles, skills, and knowledge gained in the theoretical setting of the classroom. The student works at an approved work station under the supervision of the College coordinator. Only students who do not have a minimum of one year experience in the legal field are required to take this course. Prerequisite: Sophomore standing or consent of the Department Manager.

LEGA 2405 Wills, Trusts, and Probate (3-3) Credit: 4

The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed and estate and inheritance taxes are reviewed. Prerequisite: LEGA 1302 and ENGL 1301.

MGMT 1204 Setting Objectives and Goals (2-1) Credit: 2

This course is designed to provide managers with the processes involved in defining objectives, determining desired goals, and analyzing performance training to enhance achievement of those goals and objectives.

MGMT 1205 Analysis of Training Requirements (2-1) Credit: 2

This course is designed to provide managers with techniques for determining organizational and personnel training requirements; stresses the definition and assurance of needs that are compatible with available resources.

MGMT 1206 Professional Resource Management (2-0) Credit: 2

This course is designed to provide managers with the capability to assist subordinates in the screening, selection, evaluation, and application of employee training programs.

MGMT 1302 Safety (OSHA) (3-0) Credit: 3

A study of safety as it relates to the military, industrial, and business communities. Special emphasis will be given to the requirements of the Occupational Safety and Health Act as it affects management and employees.

MILS 1101 Military Science I (1-0) Credit: 1

A study of first line to mid level supervision. The course reviews troop leading procedures in the context of the standard supervisory roles of directing, problem solving, decision making, and personal relations at the primary leader level.

MILS 1102 Fundamentals of Leadership (1-0) Credit: 1

An introduction to the theories of motivation, with a focus on their practical application reflected in current military leadership fundamentals. Includes an overview of the traits, techniques, and styles common to all effective leaders.

MILS 1105 Introduction to Military Law (1-0) Credit: 1

An introduction to the Uniform Code of Military Justice. An overview of the military judicial system, the responsibilities at each level of the organization, and its unique qualities in comparison to civilian legal systems.

MILS 1106 Naval Science I (1-0) Credit: 1

Introductory course covering the basics of applied management in the context of the military, its missions, organizations, and operations. The course follows the same concentration on primary leadership as MILS 1101, but focuses on sea power and the U.S. Navy. This course can be substituted for MILS 1101.

MILS 1107 Air Science I**(1-0) Credit: 1**

Introductory course covering the basics of applied management in the context of the military, its missions, organizations, and operations. The course follows the same concentration on primary leadership as MILS 1101, but focuses on the U.S. Air Force. This course can be substituted for MILS 1101.

MILS 1201 Military Science II**(2-0) Credit: 2**

Fundamental course on the basics of applied management in the context of the military, its missions, organization, and operations. The course concentrates on the basic leadership level of employing personnel and equipment of the combat arms squad, platoon and company toward mission accomplishment. Prerequisite: MILS 1101 or consent of the instructor.

MILS 1202 Briefing Techniques, Aids and Devices**(2-0) Credit: 2**

Combination of formal instruction, practical exercises, and critiques designed to teach and improve briefing techniques. Includes information, staff, and decision briefings as well as appropriate and effective use of visual aids.

MILS 1203 Professionalism and Responsibility**(2-0) Credit: 2**

An organizational behavior approach that examines the beliefs, values, and norms of the organization, how they impact on the individual, and implications for managers. Military culture is used throughout the course to illustrate how professionalism and responsibility are defined and measured by the degree of similarity between the individual and the organization.

MILS 1204 Performance Oriented Training**(2-0) Credit: 2**

Course teaches performance oriented training by looking at the roots of the performance approach as developed by the military and its relation to current learning theory. The course includes a detailed study of the task-conditions-standards model, lesson plans, aids, and devices.

MILS 1205 Evaluation of Instruction & Training**(2-0) Credit: 2**

Follow on course to MILS 1204, to provide the leader with the tools needed to evaluate the effectiveness of training, reassess proficiency, and adjust training program goals and objectives. Prerequisite: MILS 1204 or consent of instructor.

MILS 1207 Professional Development of the Manager**(2-0) Credit: 2**

Course explores effective training of junior level leaders. Studies the tools of proper delegation of tasks and assistance to subordinates in problem solving. Emphasis will be place on the effectiveness of active and passive styles of leadership in reinforcing good performance and motivating towards excellence.

MILS 1208 The Training Management System**(2-0) Credit: 2**

A systematic approach to training that consolidates the supervisory and management levels into a short range training program. Course looks at the military training management system, time management cycles, and the six week training schedule development process.

MILS 1209 Managerial Theories**(2-0) Credit: 2**

An examination of relevant managerial theories to include the management function, decision making, problem solving techniques, quality control, and performance standard oriented approaches to management.

MILS 1210 Naval Science II**(2-0) Credit: 2**

Fundamental course on the basics of applied management in the context of the U.S. Navy, its missions, organization, and operations. The course follows the same concentration on basic leadership as MILS 1201, but focuses application on sea power and the U.S. Navy. This course can be substituted for MILS 1201. Prerequisite: MILS 1106 or consent of instructor.

MILS 1211 Naval Science III (2-0) Credit: 2

An applied management course at the advanced leadership level, concentrating on mid level management skills. The course follows the same concentration on advanced leadership skills as MILS 2201, but focuses application on sea power and the U.S. Navy. This course can be substituted for MILS 2201. Prerequisite: MILS 1210 or consent of instructor.

MILS 1212 Air Science II (2-0) Credit: 2

Fundamental course on the basics of applied management in the context of the U.S. Air Force, its missions, organization, and operations. The course follows the same concentration on basic leadership as MILS 1201, but focuses application on the U.S. Air Force. This course can be substituted for MILS 1201. Prerequisite: MILS 1107 or consent of instructor.

MILS 1213 Air Science III (2-0) Credit: 2

An applied management course at the advanced leadership level, concentrating on mid level management skills. The course follows the same concentration on advanced leadership skills as MILS 2201, but focuses application on the U.S. Air Force. This course can be substituted for MILS 2201. Prerequisite: MILS 1212 or consent of the instructor.

MILS 1300 Military Organizations & Staff Functions (3-0) Credit: 3

A study of organizational structure and its impact on the manner in which an organization functions. The course uses the Department of Defense, and one of its component service branches as an example of an organization structured to fit its environment, and how this structure impacts on such management functions as planning, decision making, staffing, and control.

MILS 1301 U.S. Military Heritage, Mission, & Organization (3-0) Credit: 3

A case study in organizational development. Course traces the evolution of the U.S. military through history with emphasis on the impact of events and technological developments on the organization's mission, structure, traditions, and customs.

MILS 2101 Stress Management (1-0) Credit: 1

Supervisors course that identifies the factors causing stress, how to interpret the signs of stress and the basic fundamentals of personal and organizational stress management. The instruction includes the most common causes of stress in the work place and preventative measures a leader can take to control them.

MILS 2103 Time Management (1-0) Credit: 1

This course teaches the fundamentals of effective time management for the leader and for the organization as a whole, by defining time as a perishable resource that cannot be increased or decreased. Course emphasizes the role time plays in making the organization both effective and efficient as well as the constraints it places over our personal and professional lives.

MILS 2201 Military Science III (2-0) Credit: 2

An applied management course at the advanced leadership level, concentrating on the mid level management skills required to employ assets at the battalion level. Course covers situational analysis, staffing procedures, communications, planning and controlling operations, and evaluations. Prerequisite: MILS 1201 or consent of instructor.

MILS 2202 Military Science IV (2-0) Credit: 2

Strategic level application of management science tools in the military to establish and achieve long range objectives. Course is geared toward senior level decision making and includes management by objective, planning and control of delegated operations, and creative problem solving. Prerequisite: MILS 2201 or consent of instructor.

MILS 2203 Group Orientation Techniques (2-0) Credit: 2

This course provides practical application of group dynamics to developing moral and esprit de corps. Course examines why groups form, how they develop, their reward power over individuals and how they can be used as a motivation tool by the leader to enhance job satisfaction.

MILS 2204 Non-Commissioned Officer (2-0) Credit: 2

A case study in supervisory role development. Course traces the role of the noncommissioned officer in the U.S. military to include duties, authority, responsibilities, and the relationship with officers, warrant officers and enlisted soldiers. Emphasis is placed on the impact of mission changes and technological developments that have continuously redefined the NCO supervisory role.

MILS 2205 Commissioned Officer (2-0) Credit: 2

A case study of middle and upper level management roles. Course covers the responsibilities, duties and roles at each level of commissioned officer service. The functional relationship between management and supervision is explored in an examination of officer, warrant officer and noncommissioned officer relationships.

MILS 2206 Management Learning Strategies (2-0) Credit: 2

A course for leaders who want to explore farther into the arena of training and organizations, including needs assessment, instruction techniques, and evaluation procedures. Training for career changes, cross training, and the implications of fair labor standards are also addressed.

MILS 2207 Contemp. Social Issues In the Military (2-0) Credit: 2

This course examines the current social and political issues in the United States and the U.S. military. Discussion will center on how the issues might effect policy and decisions. Course subject matter is drawn from current events and varies from term to term.

MILS 2208 U.S. Military In a Contemporary World (2-0) Credit: 2

This course examines the strategic interests of the United States and NATO, current foreign affairs issues and their impact on the U.S. military. Course subject matter is drawn from current events and will vary from term to term.

MILS 2209 Individual Orientation Techniques (2-0) Credit: 2

Designed to provide the leader with the skills necessary to manage change within an organization. Course examines the turbulence caused by personnel turnover and automation system transition on the organization and how to cope with it. Orientation programs are evaluated for their effectiveness in providing expedient and productive transition for the individual and the unit.

MILS 2210 Training Standards & Objectives (2-0) Credit: 2

Combination of formal instruction and practical exercises in establishing objectives under conditions of constrained resources. An in depth look at the military mission essential task list approach for defining training goals, setting strategies, and assessing effectiveness.

MILS 2211 Job Performance and Motivation (2-0) Credit: 2

An in depth personnel management study of motivational theories and their application to the military. Includes both older needs theory and more current equity and group behavior models and their implications for leaders in today's environments.

MILS 2261 Leadership and Communication Seminar (2-0) Credit: 2

Two weekend seminar of role playing exercises with critiques and feedback, designed to improve communication skills, enhance interpersonal awareness, and give the manager more effective group interaction, organization, and supervisory skills.

MILS 2301 Comparative Military Systems (3-0) Credit: 3

A comparison of selected military systems in the world. Course examines military spending, macro economic factors, defense planning, regional alliances and strategies of various countries.

MILS 2351 Advanced Leadership (3-0) Credit: 3

Advanced management study with an in depth look at the differences and similarities of leadership and management. Includes all elements of the management function, leadership styles, and communication.

MILS 2354 Management Problems (3-0) Credit: 3

Case study approach in practical application of management theory to the everyday problems of managers. Study groups work out their own solutions and exchange ideas with other groups in presentation and critique forums.

OADM 1131 Beginning Typing I (1.5-1.5) Credit: 1

A beginning course in touch typing. The course will emphasize mastery of machine parts and the keyboard.

OADM 1133 Intermediate Typing I (1.5-1.5) Credit: 1

A continuation of Beginning Typing I and Beginning Typewriting. Students will increase typing accuracy and speed. Prerequisite: OADM 1303 or 1232 or ability to type 25 WPM for five minutes with no more than five errors.

OADM 1232 Beginning Typing II (1.5-1.5) Credit: 2

A continuation of Beginning Typing I. Special emphasis will be placed on speed development. The course will include an introduction to letter writing, tabulating and preparing manuscripts. Prerequisite: OADM 1131.

OADM 1234 Intermediate Typing II (1.5-1.5) Credit: 2

A continuation of Intermediate Typing I. Students will compose and type business letters, tabulations, and manuscripts of a more demanding nature. Prerequisite: OADM 1133.

OADM 1301 Beginning Shorthand (3-3) Credit: 3

An introduction of shorthand. Students will receive initial training in shorthand emphasizing reading, writing, theory principles, brief forms and related activities.

OADM 1302 Intermediate Shorthand (3-3) Credit: 3

Students will continue shorthand training and reinforcement of theory. Prerequisite: OADM 1301 or equivalent.

OADM 1303 Beginning Typewriting (3-3) Credit: 3

A beginning course in touch typewriting for the mastery of machine parts and the keyboard. Special emphasis on speed development, including an introduction to letter writing, tabulating and preparing manuscripts.

OADM 1304 Intermediate Typewriting (3-3) Credit: 3

A continuation of OADM 1303. Additional skills in terms of accuracy and speed will be evidenced by students. Composition and typing of business letters, tabulations, and manuscripts of a more demanding content will be covered.

OADM 1305 Records Management (3-0) Credit: 3

This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods, procedures for the operation and control of manual and automated storage systems, rules for indexing, and principles for the selection of records equipment and supplies. Prerequisite: WOPO 1303.

OADM 1306 Office Functions (3-0) Credit: 3

Designed for the student who wishes to prepare for a career as an executive secretary. The following topics are covered: human relations skills, meetings and conferences, travel arrangements, information sources, mail handling, telephone techniques, receptionist duties, scheduling, and related office routines.

OADM 1308 Business Correspondence (3-0) Credit: 3

This course is designed to teach effective business writing and to give practice in composing all types of business letters and reports. Keyboarding ability and sound background in English are strongly recommended.

OADM 1309 Business Math & Calculating Machines (3-3) Credit: 3

Technique familiarization in the operation of the most commonly used office machines; also covers computation, calculations, speed drills, percentages, discounts and net values, chain discounts, and business forms. Emphasis will be placed on business mathematics.

OADM 2301 Advanced Shorthand (3-3) Credit: 3

Students will improve their ability to take dictation and transcribe mailable copy. Theory principles, brief form derivatives, vocabulary development, speed building, mailable transcription, and office style dictation will be emphasized. Prerequisite: OADM1302 or equivalent.

OADM 2302 Advanced Typewriting (3-3) Credit: 3

This course includes advanced work in such specialized production as tabulation, inter-office correspondence, manuscripts, telegrams, legal forms, medical forms, special inter-office forms, and additional work on the arrangement of business letters with special features. Prerequisite: OADM 1303, 1304.

OADM 2304 Office Accounting I (3-3) Credit: 3

Elementary principles of accounting, journalization, posting, statements, special journals, subsidiary ledgers, payroll records and payroll taxes. Special emphasis is placed on personal, family, and small business accounting systems.

OADM 2305 Office Accounting II (3-3) Credit: 3

In this course students will analyze and record business transactions, use journal and ledgers, prepare trial balance and work sheets, adjust and close entries, accounting statements, review partnership and corporate accounting, special journals and ledgers, business papers, and business procedures related to accounting voucher systems. Prerequisite: OADM 2304 or equivalent.

OADM 2307 Automated Office Management (3-0) Credit: 3

This course includes topics of instruction in office procedures, work simplification, selection and training of office workers, supervision, office etiquette and ethics, and an analysis of the responsibilities of the manager, secretary, clerk, and other office workers. The student is given an opportunity to relate knowledge, information, and skills acquired in previous academic courses. Special emphasis is placed on the relationship of various systems that affect the modern office. Prerequisite: Sophomore standing or consent of the instructor.

OADM 2308 Office Occupations Internship (1-5) Credit: 3

The student will be provide a combination of occupationally related classroom instruction and on-the-job training in cooperation with offices within the Office Administration Department and other campus offices. Actual work training will be available in the following areas: keyboarding, filing, duplication, use of telephone, preparation of correspondence, voice transcription machine, recordkeeping, proofreading, etc.

OADM 2309 Office Administration Internship (1-5) Credit: 4

Students will be provide a combination of occupational related class work instruction and on-the-job training in cooperation with Office Administration Department and other campus offices. Students will demonstrate advanced competencies with work experiences in the following areas: taking dictation, keyboarding, letter composing, telephone procedures, filing, work scheduling, financial calculating, duplicating, transcribing from diction equipment, etc.

OADM 2350 Machine Shorthand**(3-3) Credit: 3**

This course is an introduction to machine shorthand. It covers machine shorthand principles, abbreviations, derivatives, word lists, and operation of the machine. The students develop dexterity and keyboard mastery through writing practices and laboratory exercises.

TRAN 1301 Introduction to Transportation**(3-0) Credit: 3**

Provides the history and development along with a broad overview of the transportation industry. Includes a basic knowledge of the various modes of transportation (air, motor, rail, water and pipeline), and an introduction to transportation law.

TRAN 1302 International Trade**(3-0) Credit: 3**

This course considers the relation of foreign trade to domestic trade. It covers the operation of import and export business including organization, marketing, terminology, documents financial procedures, credits and collection, and communications. The basic principles and practices of world trade are studied.

TRAN 1303 Economics of Transportation I**(3-0) Credit: 3**

This is a general introduction to the field of transportation and includes a study of the principles of economics and economic theory applicable to transportation, the principles of marketing and how they relate to transportation, a general survey of government in regulation of transportation, and a survey of business organizations and their financing.

TRAN 1304 Interstate Commerce Law and Practice**(3-0) Credit: 3**

This is a general review of the statutory law, leading court decisions, and government regulations and practices. It shows that the effect and purpose of federal regulation of transportation including a review of the respective spheres of federal and state regulations.

TRAN 2301 Economics of Transportation II**(3-0) Credit: 3**

This is a study of the general services performed by the various types of transportation instrumentalities including organization, operation, and practices. It also presents a review of the economics of freight rates from the point of view of the shipper, carrier, and regulatory bodies.

TRAN 2302 Transportation Law and Regulation**(3-0) Credit: 3**

This course covers the major laws of the United States and state laws which provide for regulation of domestic land and water transportation by for-hire carriers.

TRAN 2303 Traffic Management I**(3-0) Credit: 3**

This introductory course provides the student with the basic principles of traffic management. The course will cover organization of an industrial traffic department, carrier selection, routing, classification and rating, and packaging and warehousing.

TRAN 2304 Traffic Management II**(3-0) Credit: 3**

A continuation of Traffic Management I, covers topics necessary to function as the supervisor or traffic manager of either an industrial traffic department or a for-hire carrier's traffic department. Prerequisite: TRAN 2303.

TRAN 2305 Railroad Transportation I**(3-0) Credit: 3**

Introductory study of rail rates, including the use of freight classification & state rail tariffs. Includes instruction in applicable state and federal regulation of rail rates.

TRAN 2306 Railroad Transportation II**(3-0) Credit: 3**

Study of transcontinental rail freight rates, construction of combination through rates, routings, use of guides & maps, rail accessorial services including switching reconsignment, stop-off, transit & demurrage, and rate adjustment procedures. Prerequisite: TRAN 2305.

- TRAN 2307 Highway Transportation I** (3-0) Credit: 3
Introductory study of motor carrier rates & practices including diversified rate problems including both interstate and intrastate tariffs.
- TRAN 2308 Highway Transportation II** (3-0) Credit: 3
An advanced study of motor carrier rates & practices including diversified rate problems including both interstate and intrastate tariffs. Prerequisite: TRAN 2307.
- TRAN 2309 Airline Freight Transportation I** (3-0) Credit: 3
An introduction to airline transportation industry, includes study of freight by transport aircraft, air express, air freight forwarders and the regulation & economics of commercial air transportation.
- TRAN 2310 Airline Freight Transportation II** (3-0) Credit: 3
A continuation of Airline Freight Transportation I; advanced course in airline freight transportation. Prerequisite: TRAN 2309.
- TRAN 2311 Transportation Marketing** (3-0) Credit: 3
This course covers the basic sales principles and techniques involved with selling transportation to include personal appearance, communications, development and use of product knowledge, why and how people buy, how to prospect for customers, and how to prepare a presentation.
- WELD 1250 Basic Oxy Welding** (2-2.3) Credit: 2
Instruction in selected types of weld joints and edge preparation includes safety requirements and maintenance of metal-working tools, supplies, and equipment.
- WELD 1251 Basic Arc Welding** (2-2.3) Credit: 2
Provides the student with basic arc welding skills, includes selection of electrodes, heat ranges, types of joints, edge preparation, shop safety, and maintenance of equipment.
- WELD 1301 Basic Gas Welding** (1-2) Credit: 3
This course covers the theory & practice of oxyacetylene cutting & welding of metals in horizontal, vertical, and overhead positions.
- WELD 1302 Basic Arc Welding** (1-2) Credit: 3
This course covers the theory & practice of electric arc welding. Welds will be made in all positions with various types of electrodes.
- WELD 1401 Beginning Gas Welding** (3-3) Credit: 3
Instruction in oxyacetylene welding theory and practical application. Study will include use and operation of oxyacetylene cutting equipment. Safety and proper care of oxyacetylene equipment will be stressed. Prerequisite or corequisite: INDU 1400.
- WELD 1402 Beginning Arc Welding** (3-3) Credit: 4
Instruction in the theory & practical application of Shielded Metal Arc Welding with various types of electrodes in flat and horizontal positions. Study to include AWS electrode classification. Prerequisite or corequisite: INDU 1400.
- WELD 1403 Intermediate Arc Welding** (3-3) Credit: 4
Instruction will be given in the practice of making Shielded Metal Arc Welds in all positions. Emphasis will be placed on preparing the student for certification in flat and horizontal positions with various types of electrodes. Prerequisite: WELD 1402.
- WELD 1405 Advanced Gas Welding** (3-3) Credit: 4
Instruction will be given on oxyacetylene welding in all positions and practical application of silver brazing and soft solder. Use of cutting machines will be included in the course of study. Prerequisite: WELD 1401.

WELD 1406 Blueprint for Welders (3-3) Credit: 4

This course covers the fundamentals of drawing interpretation as applied in the welding trade. Emphasis will be on welding symbols and their significance, familiarization with terms, sites, shapes, and abbreviations.

WELD 2401 Advanced Arc Welding (3-3) Credit: 4

Instruction in the practice of taking guided bend test, with and without the use of back-up strips, in all positions. Emphasis will be placed on preparing students for certification in all positions with various types of electrodes. Prerequisite: WELD 1403.

WELD 2402 Pipe I (3-3) Credit: 4

Classroom instruction on development of layout templates. Practical instruction will place emphasis on preparing the student for certification test on pipe. Prerequisite: WELD 1403.

WELD 2404 Pipe II (3-3) Credit: 4

Classroom instruction on development of layout templates. Practical instruction will place emphasis on preparing the student for certification test on pipe. Prerequisite: WELD 2402.

WELD 2406 Welding Fabrication & Layout (3-3) Credit: 4

Practical application of steel fabrication and general layout work. Blueprint reading of welding prints with welding symbols will be included. Prerequisite: WELD 1406 and 2401.

WELD 2407 GTAW Welding (TIG) (3-3) Credit: 4

This course provides instruction in the theory and practice of Gas Tungsten Arc Welding (GTAW) of aluminum. The course of study includes types of power sources, shielding gases, and metals. Welding is performed using 1/16, 3/32, and 1/8 tungsten rod in all positions. Prerequisites: WELD 1402 and 1405.

WELD 2408 GMAW Welding (MIG) (3-3) Credit: 4

This course covers the theory & practice of Gas Metal Arc Welding (GMAW) of mild steel and aluminum. The course includes the study of the types of metal transfer and shielding gases used in these processes. Welding will be performed 1, 2, 3, and 4G positions using .035 wirefeed. Prerequisite: WELD 1402 or ATBR 1409.

WOPO1101 MS-DOS: An Introduction (1-5) Credit: 1

A 24-hour basic introduction to the structure and operation of IBM and IBM compatible microcomputer systems. For professional, managerial, administrative and clerical personnel who will use but are not familiar with IBM and IBM compatible microcomputer systems. Instruction consists of short lecture/demonstrations and hands-on practice with actual equipment. Topics include IBM microcomputer system components and operating/controlling the system with MS-DOS.

WOPO1303 Beginning Keyboarding/Data Entry (3-3) Credit: 3

A beginning course in the fundamentals and techniques of keyboarding and data entry on personal computers. Special emphasis on speed development, including an introduction to letter writing, tabulating, and preparing manuscripts.

WOPO1304 Intermediate Information Processing Applications (3-3) Credit: 3

A continuation of WOPO 1303. Additional skills in terms of accuracy and speed will be evidenced by students in utilizing personal computers. Composition and typing of business letters, tabulations and manuscripts of more demanding content will be instructed. Prerequisite: WOPO 1303 or consent of the Department Manager.

WOPO1307 Word Processing/Transcription (3-3) Credit: 3

This course is designed to train students in the theory of word processing. It introduces the student to word processing facilities and equipment. It provides hand-on experience with word processing equipment to include processing, editing, storing information, printing devices, formatting, type style, and paragraphing. Transcribing machines are utilized in conjunction with information creation. Prerequisite: Minimum typing skills of 40 WPM.

WOPO2302 Advanced Information Processing Applications (3-3) Credit: 3

This course includes advanced work in such specialized production as tabulation, inter-office correspondence, manuscripts, legal forms, medical forms, special inter-office forms, and additional work on the arrangement of business letters with special features. Personal computers and applicable softwares are used extensively in preparing students to be highly productive office employees. Prerequisites: WOPO 1304 or equivalent.

WOPO2304 Automated Accounting (3-3) Credit: 3

Elementary principles of accounting, such as journalization, posting, statements, special journals; subsidiary ledgers will be studied utilizing software packages. Special emphasis is placed on personal, family and small business accounting systems. Prerequisite: OADM 2304.

WOPO2308 Information System Internship I (2-4) Credit: 3

The student will be provide a combination of occupationally related classroom instruction and on-the-job training in cooperation with offices within the Office Administration Department. Actual work training will be available in the following areas: information processing, filing, duplication, use of telephone, preparation of correspondence, voice transcription machine, recordkeeping, proofreading, etc.

WOPO2309 Information System Internship II (2-4) Credit: 4

Students will be provide a combination of occupational related class work instruction and on-the-job training in cooperation with Office Administration Department. Students will demonstrate advanced competencies with work experiences in the following areas: taking dictation, information processing, letter composing, telephone procedures, filing, work scheduling, financial calculating, duplication, transcribing from diction equipment, etc.

WOPO2310 Word Processing Center Management (3-0) Credit: 3

This course covers the factors that influence work efficiency and human behavior in the information processing center environment. This course includes a consideration of systems limitations and capabilities, work flow, system security, scheduling, managerial theories, system evaluation, human relations, and supervision. Prerequisite: Sophomore standing or the consent of the instructor.